

MATERIALS SELECTION POLICY

I. OBJECTIVES OF THE LIBRARY

The Cumberland Public Library provides service for all individuals in the community, both children and adults. Its objectives include the provision of carefully selected books and other library materials to aid the individual in the pursuit of education, information, pleasure, or research, and in the creative use of leisure time.

To achieve these ends, the Library provides educational service to adults seeking thereby to assist the individual in a continuing learning process. It also provides special service to children and young people; and seeks to direct and stimulate these readers by offering them a carefully selected collection of books and other library materials and skilled personal guidance.

The Library provides service to all, within the context of library objectives, regardless of race, creed, color, sex, marital status, age, handicap, national origin or political affiliation.

II. RESPONSIBILITY FOR MATERIALS SELECTION

Ultimate responsibility for materials selection policy lies with the Board of Trustees. The Board of Trustees delegates the selection of library materials and the development of the collection to the Director and such authorized members of the professional staff who are qualified by reason of education and training.

III. CRITERIA FOR SELECTION

The objective of selection is to collect those books and other library materials that will provide for cultural, educational, informational, research, and leisure needs of all citizens.

Library materials are selected by the librarians and staff. Competent reviewing media and basic lists of standard works are consulted as an aid in selection. Recommendations from the public are welcomed and considered.

The Library will review decisions regarding specific materials upon written request. Forms for this purpose are available at the circulation desk. (See Appendixes D and E.)

Basic to the Library's Materials Selection Policy is the "Library Bill of Rights," the "Freedom to Read Statement," and the "Free Access to Libraries for Minors" statement, adopted by the Council of the American Library Association. (See Appendixes A, B, and C.)

Within standards of purpose and quality, the library's collections will be built to meet the needs and interests of the community.

All materials, including the library's webpage, must meet such of the following criteria as are applicable to its inclusion in the collection:

- A. High standards of quality in content, format and binding.
- B. Relation to the existing collection.
- C. Relative importance in comparison with other works on the subject.
- D. Authority and competence in presentation.
- E. Current usefulness or permanent value.
- F. Importance as a record of the times.
- G. Demonstrated or perceived interest, need or demand by library users or potential users.
- H. Scarcity or availability of information elsewhere.

IV. MATERIAL SELECTION FOR CHILDREN AND YOUNG ADULTS

The principles stated in the materials selection policy are applicable to the selection of

materials for children. The Library cooperates with the school librarian so that services of the two agencies may complement each other as much as possible. The major function of the school library is to furnish curriculum-related materials. The public library seeks to provide a more comprehensive and diversified collection.

The children's collection is carefully selected for children of all ages, with emphasis on books, periodicals, media, etc., which stimulate imagination and help parents to develop their children's reading, listening and thinking skills.

Materials for young people are selected to provide sound information and understanding of the world they live in.

V. THE USE OF THE LIBRARY'S MATERIALS

The Library does not promote particular beliefs or views. Rather, it provides a resource for the various opinions which apply to important, complex, and controversial questions, including unpopular and unorthodox positions. Language, situations, or subjects that may be offensive to

some community members do not disqualify material which, in its entirety, is judged to be of value. Library materials are not marked or identified to show approval or disapproval of the contents.

The use of rare and scholarly items of great value is controlled to the extent required to preserve them from harm. This policy is in strict accordance and agreement with the American Library Association's statement on "Restricted Access to Library Materials." (See Appendix F).

Responsibility for the reading, listening and viewing habits of children rests with their parents and legal guardians. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate. This policy reflects the American Library Association's interpretation of the "Library Bill of Rights," as explained in the "Free Access to Libraries for Minors" statement and the "Access for Children and Young People to Videotapes and Other Non-print Formats" statement. (See Appendixes C and C-1)

VI. THE SCOPE OF THE COLLECTION

The Library seeks to draw upon the collections and resources of the statewide network. Inter-library loan is used to secure from other libraries whose specialized materials, which are beyond the scope of the Library's collection.

The Library acquires materials in a variety of formats. The Library continuously reviews and revises the mix of formats it acquires in response to the development of new media and to the demonstrated and perceived needs of its users.

The Library does not ordinarily purchase textbooks, except in subject areas where materials in another form are not conveniently available. The Library does, however, attempt to identify and purchase informational materials to supplement the research needs of students in the community.

The Library acknowledges a particular interest in local and state history and in the works of local authors. The Library will, however, apply the same standards of selection to the works of local authors as it does to other library materials.

VII. GIFTS

The Library welcomes gifts of books and other materials with the understanding that it will evaluate them in accordance with the criteria applied to purchased materials. However, it also reserves the right to dispose of them in any way that seems appropriate. (See page 2 "GENERAL".)

When the library receives a cash gift for the purchase of memorial books or collections, the selection will be made by the Librarian in consultation with the donor.

The name of the donor or person memorialized will be entered on the book plate.

VIII. MAINTAINING THE COLLECTION

The same criteria will be used in "weeding" materials from the collection as are used in their acquisition. In order to maintain the collection in its most attractive and useful condition, the Librarian will use his judgment in removing from the collection materials which are no longer useful to the Library, may be given to other libraries, sold for the benefit of the Library, or discarded as may be deemed necessary.

IX. REVISION OF POLICY

This statement of policy will be revised as times and circumstances require.