

## MATERIAL SELECTION

### Philosophy

The Islip Public Library is committed to providing quality library collections and services. This *Materials Selection Policy* provides a framework for the growth and development of collections in support of the Islip Public Library's mission.

We believe that humanity's greatest asset is the ability to communicate observations, experiences, hopes, meditations, fears, joys and sorrows across all barriers of time and space through the written word and other forms of expression.

We believe the role of a public library in a free society is to hold open a window through which people may freely view the whole panorama of human thought and experience in literature, science, the arts, philosophy, religion, history and politics, and in every field in which humanity's thoughts have been recorded.

We believe this is the role which we, as trustees of such a library, have a duty to fulfill, limited only by the physical and financial resources made available to us and the availability of materials.

We oppose any attempt to shape our collection of library materials by any standards of literary, political, religious, artistic or social orthodoxy which we believe would impair the fulfillment of this duty.

We believe that in adhering to these views we maintain the highest traditions of library service and a commitment to intellectual freedom. The Islip Public Library adheres to the principles of intellectual freedom adopted by the American Library Association, as expressed in the *Library Bill of Rights* and the *Freedom to Read* and *Freedom to View Statements*.

Individuals are responsible for making their own choices regarding appropriateness of materials, and parents/guardians are responsible for the choices they make for their children.

### Authority

The authority to establish policy regarding the selection of library materials resides with the Board of Trustees of the Islip Public Library.

### Responsibility

We delegate authority to the Library Director to act on behalf of the trustees in selecting books and other library materials within the framework of policies determined by the Library Board. The Library Director may authorize other professional staff to apply this policy in building the Library's collection.

## Criteria for Selection

Guidelines for selection of library materials are as follows:

- Accuracy
- Authority and competence in presentation
- Availability and accessibility of the same material in the County.
- Contemporary and/or social significance
- Historical significance
- Literary merit
- Originality/Uniqueness of subject or approach
- Permanent value
- Popular demand
- Price
- Quality of writing, design, illustrations or production.
- Recommendations of reviews from standard library reviewing sources.
- Relative importance in comparison with existing materials in the collection on the same topic.
- Relevance to community needs or interests.
- Reputation and qualifications of the author, creators, publisher or producer, composer, filmmaker etc.
- Suitability/Quality of format.

The acquisition of non-print materials and electronic resources is under constant evaluation and is subject to change as technologies develop. Among the additional determining factors in selection are technological compatibility, cost, budget, current and anticipated ongoing costs, number of patron requests, anticipated usage, and availability.

In selection of all items, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

The Library acknowledges interest in the works of local authors. The Library will apply the same standards of selection to the work of local authors as it does to other library materials.

## Textbooks

Generally, the Library does not purchase textbooks except in cases where no other material on a given subject exists.

## Requests for Purchase

Patrons' requests for purchase of library materials shall be considered in accordance with the selection policy. Requests for purchase for which positive reviews can be obtained from authoritative sources shall be prioritized.

## Withdrawals of Materials

Materials are regularly discarded from the Library's collection. Factors considered for removal are physical condition, space limitations, circulation, usefulness, age, accuracy, uniqueness of material, and availability elsewhere. Withdrawn materials in good condition may be made available for sale in the Library.

## Policy on Controversial Materials and Use of Library Material

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selections will be made solely on the merits of works in relation to building of the collection, as stated in the aforementioned criteria, and to serving the Islip School District community, not on the basis of anticipated approval or disapproval.

Acquisition or use of any item in print or non-print format does not imply the Library's endorsement of its contents.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be segregated to protect the Library user from its content.

The use of materials may be controlled to the extent required to preserve them, but no further.

## Children

Responsibility for the reading, listening and viewing of library materials by children rests with their parents/legal guardians. Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

## Reconsideration of Library Materials

Recognizing that there may be some requests for reconsideration of materials, the following procedures have been developed to assure that requests to add or withdraw items are handled in an attentive and consistent manner.

Anyone wishing to make a formal complaint may do so by filling out the *Request for Reconsideration of a Library Material* form (available at Reference and Family and Youth Services Department desks). The Library Director will consider the request and a response shall be made

to the complainant. If the complainant wishes to appeal the Director's decision, an appeal may be made to the Board of Trustees.