

## Material Selection Policy

1. Ultimate responsibility for selection of library materials lies with the Board; however the Board shall delegate to the Director the authority and the responsibility for selection of library materials and for the development of the collection. Examples of methods that the Director will use to select materials for the library are reading professional review materials, e.g., *Booklist* and *Library Journal*, evaluating patron requests, and recommendations from colleagues.
2. The Trustees endorse those sections of the American Library Association's **Library Bill of Rights** and **Freedom to Read Statements** which concerns themselves with the material selection. Copies of these documents are included in the Library's policies, and they are available for those who wish to study them (see appendices).
3. Each material chosen for the Langdon Public Library shall be judged individually on the basis of its merit, subject matter, reader interest, and the need for such a material in a balanced library. Materials shall be evaluated in total, as a complete work and in the context of all its parts. The merit of the whole material shall be the basis for choosing the material.
4. The Library collection covers a general range of subjects; however, there may be moderate emphasis placed on the local history collection (NH books) to support patron interest. If funds are available, there may be emphasis on certain curriculum-related materials.
5. In areas considered controversial, more than one point of view shall be represented by materials in the Library. These materials may represent points of view sometimes considered unorthodox or unpopular by the majority.
6. While collections for adults and children are housed in separate areas, the library staff **will not:**
  - Act in loco parentis
  - Censor or label materials in a manner that promotes bias
  - Restrict access to library materials because of race, religion, gender, or socioeconomic status
7. Parents are the appropriate judges for their own children's library materials, and staff members encourage those who wish to supervise their children's borrowing to accompany them on library visits.
8. In the event that a patron objects to an item or items in the collection, he/she shall be asked to fill out a "**Request for Reconsideration of Materials**" form (see appendix). This form will be reviewed by the Library Board of Trustees and the Library Director at the next monthly meeting of the Board of Trustees. Consideration shall be made by the

Library Director and the Library Board of Trustees who shall present a written decision to the complainant within six (6) weeks. The decision may be appealed before the Board of Trustees within thirty (30) days. The Board of Trustees ultimately decides on whether or not controversial materials should be kept, re-cataloged, or withdrawn from circulation.

9. Gifts and unsolicited materials may be added to the Library collection. If the materials are not added to the collection, donors are informed that these materials may be sold or given to another institution. Upon request, the Library will provide written notice acknowledging receipt of these materials, but **under no circumstances** will the Library provide a value statement, for any purpose, to the donor.
10. The Director shall use the **Continuous Review Evaluation Weeding (CREW)** method of weeding (determining which materials, if any, should be removed from the Library collection at any given time). Materials may be discarded if such materials do not meet stated goals and are in one or more of the following categories:
  - Materials in which there is no longer an interest
  - Materials that are more than ten years old and have not circulated for five consecutive years
  - Duplicate materials
  - Materials that are torn or are in irreparable condition
  - Materials not listed in the Standard Catalog Series
  - Books that may or may not be classics
11. In choosing to weed any particular materials, the Library Director must take all of these factors into consideration and must decide the status of each material on an individual basis. The Director may consult with the State Library on questionable materials. All discarded materials shall be sold, donated to appropriate institutions, or destroyed.

Reviewed and approved by the Board of Trustees, July 18, 2019