

# MATERIAL SELECTION POLICY

It is the purpose of the Library to provide recreational reading for all ages, to facilitate informal self-education of all members of the community, to serve as a reference source making information available on any subject within the limits of the collection or trying to secure it from other agencies, to provide service and sponsor programs designed to encourage use of the library by children, to promote broad dissemination of ideas, and to support education, civic and cultural activities of groups and organizations.

The Library Board of Trustees endorses the policies set down in the American Library Association Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (appended).

The main points considered in the selection of materials are:

- 1) Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

General factors influencing book and material selection should be community needs, individual merit of each item, the existing collection, and the budget. Selection should be made by a professional librarian, choosing from standard and generally accepted lists, and recognized critical sources. The needs of the community should be evaluated continually and reflected in the acquisition program. As new media forms are developed, they should be appraised for possible use in the library; if they appear to be appropriate and useful, they should be included in selection activities. Selection of materials will not be based on anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Requests or recommendations by patrons should be given consideration by the Library Director.

Periodicals should be acquired in response to the needs of the community, and secured in a form that is easy to store, handle, and circulate.

Audio-visual materials should be selected according to the same standards applied to books, with particular attention paid to technical quality.

### **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. They must meet the same standards as acquisitions. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

### **Withdrawal of Materials**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Materials should be withdrawn from the collection when they are in poor physical condition, obsolete, or fail to be of use to the community. Discarded materials may be offered for sale to the public, donated to other organizations that may find them useful, or disposed of otherwise as determined by the Library Director. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

### **Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons who object to a particular item of library material in the collection will be required to complete and sign the "Patron's Request for Reconsideration" form (attached). The Library Director will review this request and submit a recommendation to the Board of Trustees, who will notify the patron of its action. The book or library material will remain in the collection during this reconsideration process.

The policies governing selection should be evaluated continually and revised according to the needs of the library community.

East Islip Public Library  
October 1982

Revised: December 2021

## **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## **THE FREEDOM TO READ**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

## **FREEDOM TO VIEW**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

### Patron's Request for Reconsideration

This form requests information that would be helpful in reviewing a request. If you wish to request reconsideration of library resources, please return the completed form or a letter with this information in it to the Library Director, at the East Islip Public Library.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? (Name) \_\_\_\_\_

Resource on which you are commenting: \_\_\_\_\_ Book \_\_\_\_\_ Audio \_\_\_\_\_ Video \_\_\_\_\_ Magazine  
\_\_\_\_\_ Library Program \_\_\_\_\_ Newspaper \_\_\_\_\_ Electronic \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer \_\_\_\_\_

What brought this resource to your attention?  
\_\_\_\_\_

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?  
\_\_\_\_\_

Have you examined (read/heard/seen) the material in its entirety?  
\_\_\_\_\_

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary)  
\_\_\_\_\_

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?  
\_\_\_\_\_

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