

## 400. MATERIALS SELECTION

### 401. MATERIALS SELECTION POLICY

#### A. Objectives

Selection policy is intended to implement of the library, as set by the Library Board of Trustees, in section 101 of the policy manual.

The Springfield Free Public Library subscribes to the principles in the First Amendment to the Constitution of the United States, the Freedom to Read Statement of the American Library Association, the Freedom to View Statement of the American Library Association, and the People's Right to Libraries Statement of the New Jersey Library Association.

#### B. Responsibility

Ultimate responsibility for the materials selection rests with the Director who operates within the framework of policies determined by the Board of Trustees. The Director may designate qualified staff members to take responsibility for materials selection for specific areas of the library collection.

#### C. Criteria for Selection of Materials

1. The criteria for selection of materials apply equally to both purchased and gift items
2. Permanent or timely value of the subject matter
3. Quality of writing, art and sound
4. Authority and accuracy of the matter presented
5. Format
6. Price
7. Author's reputation/significance as a writer
8. Educational, informational or recreational value of the subject matter
9. Significant needs of the library's patrons of all age levels and of the community.
10. Relation of item to the rest of the collection
11. Opinions of others as expressed in such professionally approved sources as the Fiction Catalog, the Public Library Catalog, and the Children's Catalog; reviewing media such as Library Journal, Booklist, School Library Journal, and Publisher's Weekly; and various book lists published by the professional library associations, educational associations, and other libraries.
12. Budgetary considerations

#### D. Textbooks/Curriculum

Textbooks shall not be considered for purchase or gift inclusion unless they fill a special need in the collection, or are the best work available on a given subject.

Materials Selection policy continued:

#### E. Requested Purchases

1. Patron requests for purchases of a specific title will be given consideration.
2. If an item meets the criteria stated in Section C, an effort will be made to purchase it, and the patron will be notified of its purchase.
3. If purchase is not possible, every effort will be made to obtain the material for the patron through inter-library loan or through our reciprocal borrowing agreements.

#### **F. Request for Reconsideration of Library Materials**

1. Library materials that have been chosen according to the above principles of selection will not be removed from the Library's collection solely at the request of any individual or group.
2. The Library recognizes that censorship is a subjective matter and declares that while all individuals are free to object to materials of which they do not approve, they cannot restrict the freedom of others to read.
3. Any patron who requests reconsideration of library materials will be directed to read The Freedom to Read Statement of the American Library Association and the Association of American Publishers. (APPENDIX 3).

#### **G. Selection of Materials for Youth Services**

Materials for Youth Services are selected with the same criteria outlined above. The law and library policy affirm that it is the role of the parent, and not library staff, to supervise the use of library materials by minors in their care. Library staff are not responsible for withholding materials or information from any minor.

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