

Materials Selection

The Sayville Library, as part of our community's educational system, is dedicated to providing, on equal terms, service to all individuals and groups of every age. The Library's primary function is to collect, classify and disseminate information. Our objective is to provide and service a collection of expertly selected books and other materials which aid the individual in the pursuit of education, information or research, and in the creative use of leisure time.

Responsibility for materials selection rests with the Library Director who administers this procedure within the framework of the policies established by the Library's Board of Trustees. Basic to its principles in the selection of library materials, and fully endorsed by the Board of Trustees, is the "Library Bill of Rights" as adopted by the American Library Association on June 18, 1948, and amended on February 2, 1961, June 27, 1967, January 23, 1980 and January 23, 1996.

Within the scope of the Library Bill of Rights, the guidelines for selection of library materials are as follows:

1. The library will always be guided by a sense of responsibility to both the present and the future in adding materials which will enrich the collection and maintain an overall balance in the treatment of subject material.
2. The Library recognizes an obligation to make available current materials for enlightenment and recreation, even though such materials may not have enduring interest or value.
3. The Library will provide a representative sampling of all types of materials, including experimental and ephemeral, but will not attempt to be exhaustive. It is not necessary nor is it desirable to acquire all material on any given subject if those materials tend to duplicate each other.
4. The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.
5. Legal and medical works will be acquired only to the extent that they are useful to the layman.
6. Because the Library serves a public embracing a wide range of ages, educational backgrounds and reading skill, it will always seek to select materials of varying complexity.

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of a balanced, representative collection and one that serves the interests of the Library's public as demonstrated by need.

Responsibility for children's reading rests with the child's parents/legal guardians. Selection of materials to be acquired by the Library will not be inhibited by the possibility that these materials may come into the possession of minors.

The Library accepts gifts of books and other materials, but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. No condition may be imposed, relating to any gifted material, after its acceptance by the Library.

LIBRARY BILL OF RIGHTS

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

1. Books and other library resources should be provided for the interest, information and enlightenment of all people in 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 that 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.

Adopted by Sayville Library's Board of Trustees
on the fifteenth day of December in the year 1970

Weeding of Materials

The removal of materials (weeding) from a library is an integral part of the collection development process. Weeding of materials provides for a collection that is vital, relevant and useful by removing items based on factors such as physical

condition, relevance of the subject, currency of the information and circulation. The Library has a responsibility to maintain a collection that is free from outdated, obsolete, or shabby items in combination with providing library materials and information that are relevant to the community that it serves.

In general, a library should weed about the same amount as it adds. The available shelf space establishes the upper parameter of the collection size and every item in the collection should be useful to the community being served. The American Library Association guidelines suggest the removal of 5 % of the collection every year. The collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are worn, outdated, or no longer in demand. It should be noted that all materials received as gifts are subject to the same decisions as items purchased with library funds.

The Sayville Library houses some materials that will be kept for as long as they can be maintained, regardless of publication date or physical condition. These include one-of-a-kind materials relating to our local community and/or region, microfilms of local newspapers, local authors and any other irreplaceable items.

Materials that no longer meet the stated objectives of the Sayville Library (including items that have become damaged or obsolete) will be systematically withdrawn. To aid in this process the publication *CREW: A Weeding Manual for Modern Libraries* may be used as a guide to assist the director and his/her designees in making weeding decisions.

The method called *CREW (Continuous Review, Evaluation and Weeding)* provides both general guidelines for all types of library materials as well as specific formulas for the various Dewey classes. These guidelines will be reviewed by staff prior to the start of any major weeding project.