

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.

Selection Criteria

These basic principles are applied as guidelines for selection. To build a collection of merit, materials are evaluated according to one or more of the following standards:

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by Library patrons

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation

- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Guidelines for Selection

Within the scope of the Library Bill of Rights and the American Library Association's statement on "Freedom to Read", 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.

Use of Library Material

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 the reading, listening and viewing of library materials by children rests with their 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 use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

Gifts

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 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

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.

Reconsideration of Materials

If a member of the community should raise a question about the appropriateness of a particular item in the Library's collection, Library staff will attempt to resolve the inquiry through a review of the criteria outlined within this *Materials Selection* policy. If the individual is not satisfied with this first step response, the individual may then elect to submit a *Request for Reconsideration of Material* form. Requests will be reviewed by the Library's Material Review Committee. The Material Review Committee will be composed of the following:

- Assistant Director
- Librarian who purchased the challenged material
- Suffolk Cooperative Library System Consultant
- Two Department Heads

Best Practices for Materials Review Committee Members

Committee members who are charged with reviewing a challenged material are to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the Library's *Materials Selection* policy. Listed below are some best practices for the Reconsideration Committee:

- Committee members will bear in mind the principles of the following:
 - the ALA Library Bill of Rights
 - the Challenged Materials interpretation of the Library Bill of Rights
 - printed reviews
 - other appropriate resources
- Committee Members will read or view all materials, including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Committee Members will review the Library's *Materials Selection* policy, and professional guides such as the Intellectual Freedom Manual.
- Challenged materials will not be removed from the collection while under reconsideration.
- Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- In order to prevent a tie vote, the committee will consist of an odd number of members.
- The personal identification of each committee member will remain anonymous to protect the objectivity of the deliberation.
- The committee's final report should present both majority and minority opinions, with a recommendation to retain the material in its original location, to relocate the material, or to remove the material. The report may differ depending on the type of resource that is being challenged, such as library material, display, reading list etc.
- The committee will communicate its decision to the Library Director, who then will communicate the decision to the person who made the challenge as well as to the Library Board of Trustees.
- Appeal of the Committee's decision may be made in writing to the Library Director. The final responsibility for materials reconsideration resides with the Director of the Library.

Amended: May 2012

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