



## **Selection of Library Materials**

The library provides an open forum for the exchange of information, ideas, and viewpoints. In selecting books and other materials for the library, we subscribe to the American Library Association's [Library Bill of Rights](#), [the Freedom to Read Statement](#) of the American Library Association and the [Freedom to View Statement](#).

1. Materials are chosen on the basis of general excellence, anticipated interest or demand, the need to maintain a well-balanced collection of currently useful resources, and a knowledge of what is available in other library collections in the community.
2. Library staff are responsible for the selection and discarding of books and other materials. Decisions to purchase are made using professional selection criteria.
3. The staff periodically evaluates each area of the library's collections – adding, discarding, rebinding, repairing, replacing or updating as necessary so that the materials provided are in good physical condition and meet the current needs of the community. The library is committed to providing a broad collection of basic materials for children, teens and adults and, beyond this, to providing as full a selection of books, periodicals, newspapers, recordings and other non-print materials as the budget permits.
4. We endorse the [American Library Association Access to Library Resources and Services for Minors](#) and therefore will not deny access to library materials based on age.
5. The public is encouraged to make requests for purchase to the library staff. When the item is not purchased the staff may attempt to borrow it through interlibrary loan.
6. At the discretion of the library staff, gifts of books or other materials are accepted on condition that they will be either added to the library's collections or sold in the library's sale. All added gift materials are so marked.
7. Memorial or "honor" gifts of books or other library materials are encouraged, and the library staff offers guidance in their selection. These gifts are marked with an appropriate bookplate.
8. Anyone who takes exception to the library's selection policies or to the inclusion of a specific item in the library's collections is encouraged to discuss the matter with the Library Director. Beyond that, any complaint should be made in writing to the Director and include the Reconsideration of Materials form. Complaints will be considered by the staff and by the Board of Trustees.
9. Self-published books by local authors who wish to donate a copy will be accepted for the library's "Local Authors" shelf. Self-published books by local authors who want the library to purchase a copy will undergo the same evaluation process as all other library materials.

*Created July 1990 / Reviewed and revised March 2008 / Reviewed April 2013 / Revised April 2019.  
This document is to be reviewed by the library director every five years.*