

## **Materials Selection Policy**

### **PURPOSE**

This collection development policy exists to provide broad guidelines for librarians and to inform the public concerning the methods used by the Library to fulfill its obligation to our community, to provide open access to information in a neutral, unbiased, objective fashion.

### **INTELLECTUAL FREEDOM**

The Library Board and staff believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts the Library Bill of Rights and the Freedom to Read Statements (Appendix A and Appendix B).

Selection of a work does not constitute or imply agreement with or approval of the content on the basis of the moral, religious, or political beliefs of the producer or on the bases of controversial content.

Parental right to censor children's materials will be enforced only by the parents. The Library will not be responsible for a child's selection of library materials. That responsibility rests wholly on the child's parents or legal guardians. Selection of material is not restricted by the fact that the child may be able to possess materials her/his parents may find objectionable.

### **GOALS OF SELECTION**

The goal of selection is to provide collections that meet the informational, educational, cultural and recreational needs of the patrons in the Library's legal service area.

### **OBJECTIVES IN MATERIALS SELECTION**

In the formulation of selection policies to implement the following general objectives, the Library places major emphasis on its educational and informational functions. Including, as it does, books that broaden horizons, stimulate imagination and reflection, and enlarge experience, this definition enters into fields that a narrower one might classify as recreation or aesthetic appreciation.

It will be apparent that education, by this definition, has two aspects, which are also reflected in book selection. Thus, the Library recognizes the importance of both basic, permanent-value books, and timely materials on current issues and problems.

Within the framework of these broad objectives, selection is based more specifically on the particular needs and interests of the community. The Library endeavors to make easily accessible to groups materials, which will contribute toward the betterment of community living and general cultural development.

The collection is not intended to be either comprehensive or archival. Every effort is made to avoid needless duplication. Specialized resources may be obtained from larger libraries.

Pinckney Community Public Library exists to support but not to extend local public school libraries; so local curriculum-based materials will not be purchased except as such materials might either serve or be requested by the general public.

### **SELECTION RESPONSIBILITY**

The final responsibility for material selection rests with the Board of Trustees, which has designated the Library Director to be the professional authority that interprets and guides the application of this policy in making day-to-day decisions.

However, selection is and shall be vested in the director and under the director's professional authority to such members of the staff who are qualified by reason of education and training. Library materials so selected shall be held to be selected by the Board of Trustees.

Both the general public and staff members may recommend materials for consideration.

### **GENERAL CRITERIA FOR SELECTION**

The Library supports intellectual freedom and has adapted the following statement as policy: ALA Library Bill of Rights and the ALA Freedom to Read Statement (Appendix A and Appendix B).

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the information, recreational or educational interests of the community.

The evaluation of materials is characterized by flexibility, open-mindedness and responsiveness to the changing needs of the citizens of the community.

Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the Library's collection because it presents an aspect of life honestly or because of frankness of expression.

### **SPECIFIC CRITERIA FOR SELECTION**

#### **Book Materials – Adult**

In the case of scholarly material, the following criteria apply: reputation and significance of the author; importance of subject matter to the collection; scarcity of material on the subject; availability of material elsewhere in the area; timeliness or permanence of the material; appearance of the title in special bibliographies or indexes; authoritativeness; reputation and standards of the publisher; price.

#### **Book Materials – Children's**

In selecting books for children, the Library's objective is to make available a collection that satisfies the informational recreation, and cultural reading needs and potentials of

children from pre-school age through junior-high. Books are included which serve children of all abilities and reading levels.

In general, textbooks are added not to satisfy school demands but to provide information on subjects when there is little or no material available in any other form, or when the textbook makes a significant contribution to the collection.

#### Non-book Materials

The Library staff considers that non-book materials represent an alternative format and may be selected when the non-book form best meets the needs of the community. In general, the same selection policies will apply.

#### **CONTROVERSIAL MATERIAL**

Materials representing various points of view are acquired. Works normally are not excluded because of language or explicit text or illustrations, if they meet previously stated criteria.

The choice of Library materials by users is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others.

If a patron finds any portion of the Library's collection objectionable, he or she may request a formal reexamination of the materials in writing with the Library Director. The Director will then present it to the Board of Directors.

#### **ACCESS**

The Library assures free access to its holdings. All patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item or of its catalog cards to indicate its point of view or bias. All materials will be shelved in their proper order on open shelves freely and easily accessible to the public.

Parents have the primary responsibility to guide and direct the reading and Library materials selection of their own minor child/children. Pinckney Community Public Library does not stand in loco parentis. Under federal and state civil rights and anti-discrimination laws, it is illegal for a Library to prohibit access to minors.

#### **WEEDING**

Need for replacement in each case is weighed with regard to materials that meet the same criteria as used by the Collection Development Policy and Procedure. It is not the Library's policy to automatically replace all materials withdrawn because of loss, damage or wear. Each case is weighed individually.

## **DONATIONS & GIFTS**

The Pinckney Community Public Library encourages the interest and involvement of citizens and organizations through bequests, trusts, or foundations of monetary or other tangible assets for the Library purposes. It should be understood that special gifts and bequests should not take the place of public support but should enable the Library to provide, maintain, and enhance services in ways not financially possible within the current operation budget.

**PURPOSE:** The purpose of this policy is to establish guidelines and regular procedures for receipt, management, and disposition of funds or other assets received by the Library.

**POLICY:** The Pinckney Community Public Library appreciates and encourages gifts and donations from groups, individuals, foundations, corporations, etc. These contributions are vital to the future of the Library and its services. The Library is prepared to receive gifts of money, memorials of loved ones, books, landscaping, media, and electronic or mechanical equipment, works of art, documents, photographs, furniture and storage items which promotes the mission of the Library.

The Library reserves the right to refuse any gift that the Library Board of Trustees and the Director in its sole discretion, deems to be not in the best interests of the Library to accept. It is strongly suggested that the donor call the library first for clarification and suitability of the donation. Once accepted, the gift/donation becomes FINAL with no restrictions on the Library's ownership and becomes the property of the Library subject to disposition at the Library Board of Trustees' and Directors' discretion.

The purpose of the Local History Room is to house materials that record the history and development of Pinckney, Putnam Township, and surrounding areas as they pertain to Pinckney's past. Materials that reflect the history or development of our local area may be accepted, but a pre-donation interview or call must be made to determine the suitability of the gift as we are not a museum.

Each transfer of ownership from a donor to the Pinckney Community Public Library should be clearly documented in writing. This transfer establishes the library as the legal owner, and includes the date of transfer, donor's name and address, and a statement that the Library will be responsible for managing the gift.

**TAX DEDUCTION:** Gifts and donations to the Library can be tax-deductible as provided by law. The library will provide a timely, written acknowledgment of the receipt of the gifts to the donor, a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to the donation.

**ACKNOWLEDGMENT:** Gifts and donations will be acknowledged with the following receipt and a “thank you” letter sent to the donor. Qualifying donations will also be acknowledged on the donor wall.

Pinckney Community Public Library  
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### **LOCAL HISTORY ROOM & COLLECTION**

The purpose of the Local History Room is to house materials that record the history and development of Pinckney, Putnam Township, and surrounding areas as they pertain to Pinckney’s past. Local history room materials will be limited to those relating to Pinckney & Putnam Township’s history and formation.

The collection will contain a range of formats including, but not limited to: books, newspapers—print & non-print formats—pamphlets, maps, photographs, prints, electronic database and other forms of publications that may be indexed or cataloged. Materials providing instruction relating to genealogy, local history, preservation and oral history will also be included. Due to the nature of this collection, materials must be used in the Local History Room and cannot be borrowed or taken out. (See NON-CIRCULATING MATERIALS section under the CIRCULATION POLICY section of this manual.)

#### **A. DONATION TO THE LOCAL HISTORY ROOM COLLECTION**

Materials that reflect the history or development of our local area may be accepted, but a pre-donation interview or call must be made to determine the suitability of the gift, as we are not a museum.

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