

# **Ledyard Public Libraries Materials Selection Policy**

## **I. Introduction**

The Materials Selection Policy of Ledyard Public Libraries will serve as a guide for librarians and inform the public about the principles upon which selections are made.

The goal of materials selection is to provide collections that meet the informational, educational and recreational needs of the residents of Ledyard.

The Ledyard Libraries support an individual's right to have access to ideas and information representing all points of view. They subscribe to the American Library Association's Library Bill of Rights and the Freedom to Read Statement, included in the appendix.

## **II. Responsibility for Selection**

The selection of library materials shall be the responsibility of the Library Director, who shall operate within the framework of policies determined by the Library Commission. Selection may be delegated to other staff members who are qualified for this activity by reason of training or experience. Both general public and staff members may recommend materials for consideration.

## **III. Criteria for Selection**

The selection of books and other library materials (including print, nonprint and electronic), whether acquired by purchase or gift shall be based on demand, relevance, reliability, literary significance and format.

It is the goal of the library to build a balanced collection characterized by materials of current interest as well as materials of permanent worth. The library strives to ensure that materials representing many points of view and a broad diversity of human thought are represented in its collection. The children's and young adult collections shall offer materials that supplement the school curriculum.

Reviews in professionally recognized resources are a primary source for recommendations. Standard bibliographies, book lists by recognized authorities and the advice of competent people in specific subject areas shall also be used.

## **IV. Gifts and Donations**

Gifts shall meet the same selection criteria as purchased materials. The library shall retain unconditional ownership of all donations and shall make the final disposition. The appraisal of the gift for tax purposes shall be the responsibility of the donor but receipts are provided upon request.

When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of the subject area of the materials to be purchase shall be based on the wishes of the donor. However, the library staff, in accordance with the needs and selection policies of the library, shall make selection of specific titles.

Special collections and memorial collections shall not be shelved as separate physical entities and collections shall be accepted only with the donor's understanding that such collection will be integrated into the general collection. A gift plate may be used for memorial identification.

## **V. Withdrawals**

An up-to-date, attractive, and reliable collection can be maintained only by purchasing, retaining and replacing useful materials; and by removing, on a systematic and continuous basis, those items that are damaged, outdated, inaccurate, duplicating, no longer in demand, and/or otherwise no longer useful. The library will strive to comply with the American Library Association recommendation that annual withdrawals from the basic collection shall average about 5% of the total collection.

Materials withdrawn from the collection may be given to the Friends of the Library Book Sale or disposed of by other means. Individual items that are being withdrawn may not be saved for specific individuals.

## **VI. Reconsideration**

The patron's choice of library materials for personal use shall be an individual matter.

Responsibility for the use of materials by children and adolescents shall rest with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she shall not exercise censorship to restrict access to the materials by others.

Any patron in the Library's service area who objects to the presence (or absence) of a work may do so by completing the *Statement of Concern about Library Resources* form. The Library Director and the Library Commission shall review challenges. While an item is under review it shall remain in the collection. The patron shall be informed of the Commission's decision regarding the challenge.

Approved by the Library Commission 04/16/2007

**Statement of Concern about Library Resources  
Ledyard Public Libraries**

*The Library Commission has authorized the use of this form as part of its  
Materials Selection Policy.*

**Date** \_\_\_\_\_

**Your Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town** \_\_\_\_\_ **Zip** \_\_\_\_\_

**I represent myself** \_\_\_\_\_ **Organization** \_\_\_\_\_

**Title of Item** \_\_\_\_\_

**Author** \_\_\_\_\_

**Format: (i.e. book, video, audio book, etc.)** \_\_\_\_\_

**Did you read, view or listen to the entire work?** \_\_\_\_\_

**What concerns you about this material?**

When completed, this form should be returned to the Library Director, Ledyard  
Public Libraries, P.O. Box 225, Ledyard, CT 06339.