MATERIALS SELECTION POLICY
ULYSSES PHILOMATHIC LIBRARY

Purpose

The purpose of the Ulysses Philomathic Library Materials Selection Policy is to guide the staff and to inform the public about the principles upon which selections are made. The library goal in materials selection is to make available for all residents of the community pertinent informational, educational, cultural and recreational materials. Materials not available in the library may be obtained through interlibrary loan.

Definitions

The word "materials" used for the specific forms of media has the widest possible meaning. It may include books, pamphlets, maps, magazines and journals, newspapers, manuscripts, videos, DVDs, books-on-tape and CD and on-line databases.

Responsibility for materials selection

The ultimate responsibility for selection rests with the Director who operates within the framework of the policies approved by the Board of Trustees. The Director may authorize other staff to apply this policy in building the library's collection.

Guidelines for selection

The library adheres to the principles contained in the American Library Association's "Bill of Rights" and the American Library Association's "Freedom to Read Statement".

The library recognizes the purpose and resources of the Finger Lakes Library System's member libraries and shall not needlessly duplicate functions and materials. Through cooperative agreements the resources of these libraries may be made available to all users of the Ulysses Philomathic Library.

Curriculum-related materials for local school programs are provided where the materials also serve the general public or where they provide information not otherwise available.

Legal and medical works are acquired only to the extent that they are useful to the layman.

The library acknowledges a particular interest in local history. Therefore, it seeks to acquire related materials.

Because the library serves a public embracing a wide range of ages, educational backgrounds and reading abilities, it seeks to select materials of varying complexity.

The following basic principles are applied as criteria for selection:

- Current usefulness or permanent value
- Authority and competence in presentation
- Importance as a record of the times
- Relation to the existing collection
- Relative importance compared to other works on the subject
- High standards of quality in content, format and binding

Note: Lack of space or funds may prevent purchase of otherwise suitable materials.

How materials are chosen
Standard review media, popular demand, up-to-date information

Request for reconsideration of a book or other library material
The library recognizes that a diversity of materials may result in some requests for reconsideration. A REQUEST FOR RECONSIDERATION form has been developed to assure that objections or complaints are handled in an attentive and consistent manner. This form is available at the circulation desk

Use of library material
The library recognizes that many materials are controversial and that any given item may offend a library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to this policy. 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.

Materials of great value are controlled to the extent required to preserve them from harm.

Responsibility for the reading, listening and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Gifts
The library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria stated in this policy. Gifts are accepted without commitment as to their final disposition. The library will provide receipts upon request. The library does not appraise gifts for tax purposes.

Book endowments and memorial donations will be recognized with a name plate acknowledging the honored person or group. The name plate will be placed on a front page of the book. In the event that the book lacks a suitable front page for the plate, the plate will be placed on a page in the back of the book. When the book is removed from the collection, the identifying name plate will be removed as well.

Maintaining the collection
The same criteria will be used in "weeding" materials from the collection as is used in their acquisition. The pamphlet, "The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Libraries" revised and updated by Belinda Coon in 1995, is the reference resource used by the staff in maintaining the collection.

Materials that are no longer useful to the library may be sold for the benefit of the library.

First approved as amended by Board of Trustees 05/28/03
Approved as amended by Board of Trustees 06/17/14
Last reviewed by Policy Committee 05/05/14