

MATERIALS SELECTION POLICY

ULYSSES PHILOMATHIC LIBRARY

Purpose

The library's goal is to make informational, educational, cultural and recreational materials available for all residents. Materials not available at UPL may be obtained through interlibrary loan.

Definitions

"Materials" include books, pamphlets, maps, magazines and journals, newspapers, manuscripts, videos, DVDs, and CD's, on-line databases and digital media.

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" (<http://www.ala.org/advocacy/intfreedom/librarybill>), and the American Library Association's "Freedom to Read Statement." (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>)

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 layperson.

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

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

How materials are chosen

Materials are selected using standard industry reviews and journals, and by popular demand to create a collection that meets the mission of UPL.

Use of library material

The library recognizes that some 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 damage or theft.

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.

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.

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 in 2008 by J.Larsen, is one of several reference resource used by the staff in maintaining the collection. We rely most heavily on our expertise, item condition, and circulation statistics.

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

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