

# THE SHERMAN LIBRARY

## MATERIALS SELECTION POLICY

### **Purpose**

The Sherman Library Association (“Library”) Materials Selection Policy is directed toward building and maintaining a good, well-balanced, up to date collection designed to provide resources to educate, inform, entertain and enrich the diverse and ever-changing needs of the Sherman community. It acts as a guide to the Library staff, and to inform the public of the criteria by which selections are made.

### **Principles**

Basic to this policy of the Library are the Library Bill of Rights and the Freedom to Read Statement developed and adopted by the American Library Association. The text is available upon request.

The Library shall maintain freedom of expression and a constructively critical attitude toward all public issues by providing a fair and balanced selection of materials as far as availability and resources permit.

Books and other materials shall not be excluded because of race, gender, nationality or the political, religious, moral or social views of the author.

The Library shall not advocate or practice censorship and will have all materials on open shelves freely available to the public.

The inclusion of an item in the collection does not represent an endorsement of its contents.

The Library acquires or provides access to materials and information in a variety of formats.

The Library recognizes that the parent or guardian assumes responsibility for what their minor children may read, view or listen to. The Library will not interfere with the parental concern and control of material for children.

### **Sources for Selection**

Reviews in professionally recognized resources are a primary source for materials selection. Current media reviews, standard bibliographies, book lists by recognized authorities and the advice of expert people in specific subjects are also used. In addition, Library staff makes selections based on their knowledge of strengths and weaknesses of the existing collection.

The Library collection is influenced by the needs of the community and the individual user. Circulation of materials is monitored and used as a guideline for new purchases. Library users are encouraged to suggest and request materials for the collection. Consideration will be given to purchasing requested items that meet selection criteria. Remaining requests will be borrowed through inter-library loan.

### **Selection Criteria**

The Library strives to respond to and meet the needs of the community. Responsibility for selection of materials is delegated by the Library Board of Trustees (“Board”) to the Executive Director (“ED”).

Selection of books and other Library materials is based on the following criteria:

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- Relevance to needs and interest of the community and current demand
- Representation of varying points of view
- Individual merit as determined by any or all of the following: significance of subject matter, literary and artistic merit, originality, accuracy, diversity, timeliness and permanent value
- Local author or subject
- The existing collections and collection objective
- Availability of material electronically, on the internet, or an online database
- Requests and suggestions from Library users
- Accessibility through inter-library loan
- Budgetary and space limitations

The Library may purchase multiple copies of books based on user demand and anticipated popularity.

### **The Children's Collection**

The children's collection contains materials most suitable to the abilities and interests of users from infancy through sixth grade. The young adult collection is selected for users from 7th grade through 12th grade. Children and young adult materials are selected following the same criteria as adult materials. The Library tries to complement the school library but not supply curriculum materials. Selection of children's materials will be made by the Children's Services Coordinator in accordance with the needs and the selection criteria in this policy.

### **Collection Maintenance**

Ongoing and systematic evaluation of the collection is an important part of maintaining the Library's vitality and usefulness to the community. Withdrawal of materials will be determined by the ED or designated staff using the same standards as the selection policy and also include the following criteria:

- Damaged or poor condition
- Availability of superseding editions
- Outdated or inaccurate information
- Unnecessary multiple copies
- Lack of use

Titles of lasting value and materials of special local interest shall not be discarded.

Select withdrawn materials may be offered to the book sale to support the materials budget.

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### **Gifts**

The Library welcomes donations of books and other materials for the collection as long as they meet the selection criteria. The Library retains unconditional ownership of all materials and makes the final decision on acceptance, use or disposition. Materials not utilized for the Library's collection may be made available for the Library book sales.

The Library accepts monetary contributions toward the purchase of materials. Those materials will be purchased with consideration of the donor's wishes and in accordance with the selection criteria of the Library. A gift plate may be used.

The Library cannot give a dollar valuation for gifts for tax purposes but will provide a receipt upon request.

### **Requests for Reconsideration of Materials**

The Board recognizes the right of Library patrons to question the inclusion of materials in the collection. Individuals may ask the ED or designated staff about such materials. The staff will discuss the concerns and give the individual a copy of this policy.

A Library patron still requesting reconsideration of or removal of an item in the collection may submit a completed Request for Reconsideration Form (Appendix A) to the ED. The item will not be removed from the shelf during the reconsideration process. After considering the completed form, the ED will issue a timely written response to the patron, update the decision section of Request for Reconsideration Form and forward the response sent to the patron to the President of the Library Board ([slboard@biblio.org](mailto:slboard@biblio.org)) along with the completed Request for Reconsideration Form.

The patron, if they so choose, may appeal the ED's decision by emailing the Board of Trustees ([slboard@biblio.org](mailto:slboard@biblio.org)) stating their reason. The President will present the matter to the Board for review at the next regular meeting of the Board and a final written decision will be timely sent to the requestor.

### **Appendix A - Request Form for Reconsideration of Library Material**

A patron completes this form and submits it to the ED for consideration and action.

### **Approval**

Approved by the Sherman Library Board of Trustees February 2007, April 2016, November 8, 2021

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Appendix 1 - Request Form for Reconsideration of Library Material  
Please attach additional pages, if necessary

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Format:  Book  DVD  Other \_\_\_\_\_

Request Initiated by:

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requestor represents:

Self

Organization: \_\_\_\_\_

Other Group: \_\_\_\_\_

1. To what in the material do you object? Please be specific. \_\_\_\_\_

\_\_\_\_\_

2. What do you feel might be the result of using this material? \_\_\_\_\_

\_\_\_\_\_

3. For what age group would you recommend this item if other than presently categorized? \_\_\_\_\_

4. What is beneficial about this item? \_\_\_\_\_

\_\_\_\_\_

5. Did you examine the entire item?:  Yes  No

6. What do you believe is the theme of this material? \_\_\_\_\_

\_\_\_\_\_

7. What would you like the Library to do about this item? \_\_\_\_\_

\_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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Executive Director Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

Decision:  Accept  Deny Sent:  email  mail Date Responded: \_\_\_\_\_

Brief Description \_\_\_\_\_