

# MATERIALS SELECTION POLICY

## INTRODUCTION

The Greendale Public Library offers on equal terms materials to individuals and organizations in the community. The library's materials are available to all residents of Greendale without regard to race, sex, creed, occupation, age or economic status. This library has a special responsibility to the community to act as an impartial center for cultural, educational, recreational and civic activities. The library collects and organizes materials so that they are easily accessible. Librarians are employed to help people locate information and to select materials.

The mission of the Greendale Public Library shall be to provide high quality, publicly funded library resources, services and information to all residents of Greendale and the metropolitan area. The library recognizes its objectives in materials selection as:

- To provide for the conservation of cultural and historical heritage of the community
- To facilitate continuing education, both formal and informal
- To meet the basic information needs of the community.
- To provide materials that will enable and support the varied interest, abilities, and recreational needs of the community

The Greendale Public Library adheres to the principles expressed in the following documents from the American Library Association:

- The Library Bill of Rights
- The Freedom to Read Statement
- The Freedom to View Statement
- The Policy on the Confidentiality of Library Records

### General Statement for Selection

- Suitability of physical form for library use
- Insight into human and social conditions
- Suitability of subject and style for intended audiences
- Present and potential relevance to community needs
- Appropriateness and effectiveness of medium to content
- Importance as a document of the times
- Relation to existing collections and other materials on the subject
- Reputation and/or significance of author
- Attention of critics, reviewers and public

### Specific Criteria for the Evaluation of Works of Nonfiction

Authority  
Comprehensiveness and depth of treatment  
Clarity, accuracy, and logic of presentation  
Statement of challenging or original point of view  
Date  
Attention of critics, reviewers and public

#### Specific Criteria for the Evaluation of Works of Fiction

Representation of important movements, genre, trends, or national culture  
Vitality and originality  
Artistic presentation and experimentations  
Sustained interest  
Effective characterizations  
Authenticity of historical, regional or social setting  
Attention of critics, reviewers and the public

#### EXCEPTIONS AND SPECIAL MATERIAL

Non book material will be selected on the basis of the criteria listed above.

Textbooks are not added to satisfy school demand but to provide information on subjects where there is little or no other type of material.

The collection may contain the various positions expressed on important or complicated questions, including unpopular or unorthodox viewpoints, to provide a background of information which will enable community members to make choices. The acquisition of this material does not mean the library endorses every idea contained in the material. The library will place principle above personal opinion, reason above prejudice, and judgment above censorship in the selection of materials in order to provide objective materials in the area of opposing viewpoints and controversy. Selection of material is based on the value to the library collection as defined in the selection criteria listed above.

#### LOCAL HISTORY

The library will retain a copy of all material which contributes to a knowledge of Greendale's history.

#### GIFTS

A gift for the library collection may consist of materials or funds for the purchase of materials. Funds may be given for acquiring materials recommended by the Library Director or the purchase of specific items suggested by the donor and approved by the

Library Director. The library encourages gifts not earmarked for specific materials. Gift additions must meet the same selection criteria as listed above for purchased materials.

Gifts of materials are subject to the following:

- The library retains unconditional ownership of the material
- The library retains the right to decide the conditions of display, housing, and access to the material
- The Library Director makes the final decision on its own use or disposition of the material

All gift materials that are not to be added to the library's collection are given to the Greendale Public Library Foundation for disposition through their Friends of the Library book sales with the revenue to be returned to the library for the purchase of library materials.

## REPLACEMENT

The liability of library materials to theft and mutilation is not an influencing factor in the original selection. Stolen or mutilated materials will be replaced when they are deemed necessary for the maintenance of the collection.

A replacement means an item purchased to take the place of the identical copy in the collection of which the last copy has been withdrawn. It is the library's policy not to replace all books withdrawn because of loss, damage or wear. Need for replacement in each case is judged by two factors:

- Existence of adequate coverage in the item's field
- Demand for the specific title

## WEEDING

The discarding of materials is selection in reverse. Library materials are discarded for the following reasons:

- Irreparable damage
- Obsolescence
- Insufficient use

All weeded materials are given to the Greendale Public Library Foundation for disposition through their Friends of the Library book sales with the revenue to be returned to the library for the purchase of library materials or are destroyed.

## FORMAL RECONSIDERATIONS PROCEDURE

Any library patron may file an official [Request for Reconsideration form](#) on any library materials within the library collection. Such a request must be presented to the Library Director in writing on the form provided. The patron will be notified in writing by the

Library Director within ten days after receipt of the request as to the library's decision on the material.

Any patron not satisfied with the decision of the Library Director may appeal the decision to the Library Board of Trustees. Request for appeal must be made in writing to the President of the Library Board. The patron will be notified of the Board meeting at which the appeal will be considered and will be expected to attend. The decision of the Library Board is final.

Adopted 01/12/05

Revised 01/12/05

Reviewed 01/10/07, 02/18/09, 01/12/11, 01/11/12

[ALA Statements](#)  
[Library Bill of Rights](#)  
[The Freedom to Read Statement](#)  
[Freedom to View Statement](#)