

President Millard Fillmore Library Materials Selection Policy

GENERAL POLICY

The President Millard Fillmore Library selects materials that will foster an informed and literate citizenry by providing a variety of resources for recreational, informational, and educational use by people of all ages and ethnic groups.

The responsibility for selection of materials rests with the librarian and staff. The librarian and staff shall select materials with the general consent of the Library Advisory Board. Basic criteria used in the selection process include: Literary and artistic quality, popularity, demand, availability, and local interest. Selection sources used to meet these criteria include: reading lists, reviews, prepublication information, patron requests, best seller lists, and professional journals.

Materials are selected in formats deemed appropriate to meet informational needs. Formats will be chosen which are expected to be valid in accordance with perceived use trends. Purchase of materials may be limited by space restrictions and budget consideration. In no case shall library materials be excluded solely because of the race, nationality, social or political views of the authors or editors.

ADULT MATERIALS

A. Fiction

Fiction materials are evaluated and selected to enhance the collections in our library, to provide a continuity of authors' works, to give the patrons many choices, and to provide materials of literary merit which fall within the guidelines of the general policy. While emphasis is to be placed on selecting current, popular titles in sufficient quantity to meet patron demand, the President Millard Fillmore Library also maintains a limited retrospective fiction collection.

B. Non- Fiction

Non- fiction materials are evaluated and selected to provide patrons with titles that meet their personal need and which fall within the guidelines of the general policy. Selections will be current, timely and accurate, and may express differing ideas as well as introducing the user to a variety of viewpoints. Materials will be chosen that will increase a patron's knowledge and understanding of historical events and people. Materials are selected that reflect opinions, styles and authority of the various authors who have written or are now writing in the field.

MATERIALS FOR YOUNG PEOPLE

The President Millard Fillmore Library supports the American Library Association's policy, "Free Access to Libraries for Minors" which states that the parent/legal guardian

is the only person who may restrict his/her access to library materials.

A. Children's Materials

Following the guidelines of the general policy, children's fiction and non-fiction materials are evaluated and selected to meet recreational and informational needs, as well as, supplementing the educational needs of young persons. In selecting materials for this age, consideration is given to originality, accuracy and timeliness, graphic design, vocabulary, content and format. Materials of a controversial nature which are appropriate for children are carefully selected to provide sound and reliable information.

B. Young Adult Materials

Following the guidelines of the general policy, young adult fiction and non-fiction materials are evaluated and selected to meet recreational and informational needs, as well as, supplementing the educational needs of young persons. Special attention is given to materials that accurately reflect the adolescent experience, increase reading enjoyment and meet popular demand. Because some issues of a controversial nature are of concern to young people, materials dealing with these topics are carefully selected for young adults. Material is evaluated on the basis of accuracy and currency of information, style of presentation, availability of appropriate titles, and contribution to the total collection.

C. Audio Visual Materials

The library buys a limited selection of audio-visual materials in a variety of formats for users of all ages. Selection is based on the guidelines of this entire policy and the appropriateness of the format as to content, patron demand, availability, and budgetary limitations. Artistic interpretation and literary value are also used to select audio materials. Because of the limitations of this collection, effort is directed toward selection of notable representative times in all mediums.

GIFTED OR DONATED ITEMS

Fillmore City Library gratefully accepts gifts and monetary contributions for the development of its collections.

The library will accept gifts of library materials appropriate to its collections from any donor.

Donated books are evaluated according to the same criteria that are applied to purchased material. The library will only accept donations on condition that they reserve the right to dispose of any items which are not used in the collection. Items not used in the collection will be sold at a minimal cost to patrons.

Library staff will provide a receipt for any material donation made upon request.

OBJECTIONS TO MATERIAL ADDED

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library supervisor or its director. If the patron is not satisfied with the response to their request, the manager will provide the patron with information and a form to request formal reconsideration of the library resource.