

## Materials Selection Policy

### I. STATEMENT OF POLICY

The Woodward Memorial Library (WML) collection consists of print, audio visual, and electronic materials. The collection includes, but is not limited to, books, magazines, periodicals, large print titles, audiobooks, eBooks, eAudiobooks, music CDs, DVDs, Blu-ray Discs, and streaming media.

The responsibility for the collection rests with the WML Board of Trustees. The responsibility for selection of materials and collection maintenance rests with the Director, who delegates this task to qualified professional staff.

This Policy is intended to set forth the principles for selection, evaluation, and maintenance of the collection and supporting tenets of the WML. It shall also provide guidance for the selection of materials to the collection to meet the needs of the diverse community served by the WML within budgetary and space limitations.

### II. COLLECTION DEVELOPMENT

#### A. Selection and Acquisition

1. The goal of collection development is to develop and maintain a collection of relevant, popular, and useful library materials for the residents served by the WML.
2. The selection of library materials is based on a comprehensive knowledge of the nature and special characteristics of the various residents in Genesee County.
3. The collection will include subjects of lasting value as well as subjects of current local, national, and international interest.
4. Materials may be acquired on the basis of their artistic, historical, literary, or scientific merit, and/or to satisfy the cultural, educational, informational, or recreational interests of the community.
5. Materials are acquired for individuals of all abilities, ages, backgrounds, and educational levels.
6. Materials are acquired in accordance with the principles of freedom to read, view, or hear; no library materials are excluded based on expressions or race, religion, nationality, gender identity, sexuality, politics, or social views.
7. The WML acquires a wide range of materials in a variety of formats.
8. Each type of material is considered in terms of its own merit and its intended audience. General criteria for selection may include but are not limited to the following:
  - a. Accuracy of content;
  - b. Authoritative reviews;
  - c. Availability;
  - d. Community demand/interest;
  - e. Contribution to subject balance of the entire collection;
  - f. Cost;
  - g. Current and/or anticipated demand;
  - h. Diversity and balance of viewpoint;
  - i. Patterns of use for existing materials;

- j. Physical quality, durability, and suitability;
  - k. Relevance and timeliness
9. Gift materials are judged using the same standards that apply to purchased materials.

B. Maintenance/Deaccession

The collection is maintained by retaining or replacing essential materials and removing those works that are worn, outdated, or no longer in demand.

C. Requests for Addition or Removal

1. Patrons may request to add specific items to the collection using the Purchase Suggestion form. Suggested purchases will be judged using the same standards that apply to all purchased materials.
2. Patron requests to reconsider specific items already in the WML collection may be made using the Request for Reconsideration of Library Materials form.
3. No material shall be removed from the collection, except for routine collection maintenance or for conditions as determined by the staff and/or Board of Trustees, pursuant to Request for Reconsideration of Library Materials Procedures.

D. Supporting Tenets

1. The WML does not stand *in loco parentis*. Parents and/or legal guardians, not library staff, are responsible for monitoring their children's use of the reading, viewing, and listening material.
2. The WML does not endorse particular beliefs or views, nor does selection of an item express or imply endorsement of the viewpoint of the author or content of the item.
3. The WML Board of Trustees has adopted and declared that it shall adhere to and support the WML Mission Statement and the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements.

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