



## **Materials Selection Policy**

### Winooski Memorial Library

The purpose of this policy is to guide the library staff in its decisions about which materials to select for the Library's collection and to inform the public of the principles on which selections are made. The Winooski Memorial Library recognizes that Winooski is a community of people with diverse interests, backgrounds, and needs and further recognizes that the library's intention is to serve all people within its service area.

### **Objectives of the Library's Collection**

- To promote literacy and offer support for lifelong learning for Winooski residents of all ages.
- To support educational, civic and cultural activities within the Winooski community.
- To meet the need for information on a broad array of topics.
- To provide education, enlightenment and recreation for the community.

**Responsibility for Selection** - Final selection of library materials rests with the Library Director.

**Methods and Criteria for Material Selection** - Libraries have the responsibility to be inclusive in selection and efforts are made to represent the widest possible range of views. Each kind of material will be considered in terms of its own kind and for which audience it is intended. Materials are judged as entire works, not on isolated passages or sections. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.

### **Criteria for Selection**

- Attention of critics, reviewers, media and/or the public.
- Positive reviews in review sources.
- Patron recommendation or suggestion.
- Projected patron demand.
- Suitability of format for library use.
- Suitability of subject for intended audience.
- Relation to the Library's existing collection, and other materials available on the subject.
- Authority, reputation, or qualifications of the author, artists, publisher or producer.
- Cost and availability.
- Currency of information.

**Gifts and Donations** - The library may receive materials as gift donations. The library accepts these gifts on the condition that their use is at the complete discretion of the library director. All donations become the property of the Winooski Memorial Library.

**Collection Maintenance and Evaluation** - Library materials are evaluated by the library director throughout the year. The criteria used in selection will also apply to the removal or replacement of materials. The withdrawal of materials is necessary to maintain collection size, scope and strength.

**Reconsideration of Materials** - In the event that a patron objects to the presence of any library material, he/she will be treated with respect, courtesy, and promptness. The library director will explain the presence of the material in regards to the library's Materials Selection Policy. If the patron is not satisfied, they will be asked to file their objection by submitting a Reconsideration form. The Reconsideration form shall be submitted to the library director who will read, review or listen to the material and discuss the complaint. The Library Committee may be consulted. When the review is complete the patron will be given a written explanation of the library director's decision. The decision will reflect the principles set forth by the Materials Selection Policy.