

Haywood County Public Library

Materials Selection Policy

- A. Within its budgetary means, Haywood County Public Library will attempt to provide any materials that help to meet its objectives. These will include print, audiovisual, electronic, digital and other formats.
- B. Materials considered for addition to the collection will be judged on the following points.
 - 1. Appearance of the title in important bibliographies or recognized reviewing media
 - 2. Significance or usefulness to the collection
 - 3. Price
 - 4. Geographical area represented by the author or contents of item
 - 5. Popular demand and/or timeliness
 - 6. Quality of content, expression or format
 - 7. Authority and reputation of author
- C. Materials will be considered as whole works and may not be excluded on the basis of individual passages taken out of context.
- D. In duplicating titles, the library attempts to weigh the specific demands in relation to the total library program and policies. Materials that are in great demand and selected titles on current issues may be duplicated.
- E. Separate collections of materials are provided for children. Limitation of access to library materials is considered a parental responsibility and not a function of the library or library staff.
- F. The library subscribes to the Library Bill of Rights of the American Library Association, which affirms its belief in the following basic principles:
 - 1. As a responsibility of library service, books and other materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the author.
 - 2. Libraries should provide books and other materials presenting all points of view concerning problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
 - 3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
 - 4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
 - 5. The rights of an individual to the use of a library should not be denied or abridged because of his or her age, race, religion, national origins, or social or political views.
 - 6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in

the community, regardless of beliefs and affiliations of their members, provided that the meetings are open to the public.

- G. The library also subscribes to the Freedom to Read statement of the American Library Association and the American Book Publishers Council and to the Statement on Labeling as adopted by the American Library Association.
- H. Books and other materials that are obsolete, soiled, damaged or no longer useful to the objectives of the library shall be systematically weeded from the collection by designated library staff.
- I. Branch collections will, in general, concentrate on popular current materials and will rely on the main collection to provide in-depth information and retrospective materials. Since these units serve people with a wide range of interests, each unit will select materials with its individual clientele in mind. In making these selections, they will not be limited to those materials in the main library.
- J. All materials except those that are in special demand and cannot be duplicated, such as bound periodicals, reference and North Carolina Room materials will be lent for home use under library regulations and procedures.
- K. Responsibility for the selection of library materials is shared by designated librarians, with suggestions from all staff members and library users being welcome. Ultimate responsibility for selection rests with the Library Director, operating within the framework of policies determined by the Board of Trustees.
- L. Borrowers wishing to complain about the inclusion of any particular title in the collection should complete a Request for Review of Library Materials form, available at any lending desk. Complaints will be considered by the Library Director in consultation with appropriate staff members. A decision concerning the item will be communicated by letter to the complainant. Should the complainant wish to appeal the decision, he or she may request a hearing with the Library Board of Trustees.

Approved, May 20, 2009