

MATERIALS SELECTION POLICY

The Millbrook Library provides materials to support the informational, educational and recreational needs of the people within the Village of Millbrook, Town of Washington and Town of Union Vale. The Library maintains a collection that reflects a diversity of viewpoints on a variety of subjects. This policy exists in order to guide the staff in the selection of materials to support the Library's mission and to inform the public about the principles upon which selections are made.

1. The authority and responsibility for the selection of library materials is delegated by the Library Board to the Library Director and, under his or her direction, to qualified staff members.
2. Materials are selected in compliance with the mission and goals of the Library on the basis of informational, educational, cultural and recreational value. The collection will include materials in a variety of formats, including but not limited to, print, audio-visual, and electronic. The following general criteria are also used in selecting materials for the collection:
 - Reviews in professional journals or other sources
 - Current community interest or demand
 - Authority, accuracy and artistic quality
 - Existing library holdings
 - Timeliness
 - Availability of the material through the interlibrary loan system or other community, or regional institutions
 - Format, including durability and ease of use
 - Financial constraints
3. Recommendations from community members for items are welcome and will be considered within the guidelines of this policy.
4. Gift materials will be evaluated using the same standards that apply to purchased materials. (See Gift Policy)
5. The collection is maintained by retaining or replacing essential materials and removing on a continuous basis those works that are damaged, outdated, or no longer in demand.
6. Censorship is an individual matter. No individual may censor or restrict the freedom of others to read, listen to, or view library holdings. No material will be removed from the collection except under the procedures outlined in the Reconsideration of Library Materials Policy.
7. The Board endorses and declares that it will adhere to the American Library Association's *Library Bill of Rights, Freedom to Read, and Freedom to View* statements. (attached)

RECONSIDERATION OF LIBRARY MATERIALS

The Millbrook Library supports the American Library Association's *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements. Objections to any materials in the Library will be made in writing using the "Request for Reconsideration of Library Materials" form. This form should be submitted to the Library Director, who will forward the request to the Board of Trustees. The Director and Board will establish a committee to review the objection.

The committee will examine the challenged material, consider the specific objections to the material voiced by the complainant, and submit a written recommendation to the Board. The Board will then make a final determination and notify the complainant of its decision.

During the review process the materials in question will remain on the shelves and available for circulation.

To initiate a Request for Reconsideration of Library Materials, the form must be completed in full and the complainant must be properly identified. The patron submitting the request must be a resident of the Village of Millbrook, Town of Washington or the Town of Union Vale.

THE MILLBROOK LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Library policy requires that requests for reconsideration of library materials be filed on this form. A copy of the Library's Materials Selection Policy will be made available to you. Please answer the questions, sign and date the form. Thank you for taking the time to provide the necessary information.

Name _____

Address _____

Phone _____

Do you represent yourself? _____ Organization?(name) _____

Resource on which you are commenting

____ Book ____ Audio ____ Video/DVD ____ Magazine ____

Other (please specify) _____

Author _____

Title _____

Publisher _____

1. What concerns you about this resource? Please cite specific passages, pages, etc.

2. Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

3. Have you examined (read, heard, seen) the material in its entirety?

4. What do you feel might be the result of reading, hearing, seeing this material?

5. What do you believe is the theme of this material?

Signature _____ Date _____

Approved by The Millbrook Library Board of Trustees on June 18, 2013.