



Cook Memorial Library

Materials Selection Policy

Objectives

Cook Memorial Library places major emphasis on its information, recreational, and educational functions. It recognizes the importance of basic materials of permanent value and timely materials on current issues in formats that best suit patron needs.

Guidelines

Cook Memorial Library supports the [Library Bill of Rights](#) promulgated by the American Library Association, and it serves as the basis for the policies of this library. Choice of materials will result from a variety of professional activities on the part of the Library Director. Reviews of new books from both professional journals and popular reviewing media form an important tool in the selection process. Recommendations from the staff and the public are also welcome and evaluated within the framework of the acquisition process. Recommendations from the public are made using the [Title Purchase Request Form](#).

Responsibility

The Library Director has the final responsibility for the selection of all materials to be incorporated into the library's collection, regardless of the mode of acquisition. It is the Director's responsibility to choose materials that are of both current interest and permanent value, that are up-to-date, and that are responsive to the interest and needs of every segment of the community. This includes refraining from discrimination against any political, religious, economic, or social view or group through the deliberate exclusion of materials representing their views. The Director shall try to provide for a diversity of materials without exercising either direct or implied censorship.

Selection Criteria

In general, all acquisitions, whether purchased or donated, are considered in terms of the standards listed below. However, an item need not meet all of the criteria in order to be acceptable. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of materials several standards and combinations of standards may be used. The following principles will guide selection:

- ✓ Contemporary significance or permanent value
- ✓ Community interest
- ✓ Accuracy of content
- ✓ Reputation and/or authority of the author, editor, or illustrator
- ✓ Literary merit
- ✓ Relation to existing collection and to other materials on the subject
- ✓ Price, availability, and demand
- ✓ Format and ease of use
- ✓ Scarcity of information in the subject area
- ✓ Availability of materials in other area libraries via Interlibrary loan
- ✓ Attention of critics, reviewers, media, and public
- ✓ Shelf space

Children's materials are to be selected based upon their literary and artistic merit, contribution to the balance of the total collection, and the suitability of their content and vocabulary to the age of the reader.

Donations of books and other items will be accepted on the condition that the Director has the authority to make whatever disposition is deemed advisable. Gifts will be judged upon the same basis as purchased materials.

Collection Maintenance

To maintain the effectiveness of the library's total collection, the library will attempt to systematically remove materials no longer useful. The library does not automatically replace all materials withdrawn because of loss, damage, or wear. Need for replacement is weighed with regard to several factors: number of duplicate copies, existence of adequate coverage of field, similar material in the collection, later or more authoritative materials, as well as, current demands for the particular subject or title.

The library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection or retention of materials will not be made on the basis of anticipated approval or disapproval of any group of patrons, but solely on the basis of the principles stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from theft. Responsibility for the reading selections of minors rests with their parents or legal guardians.