POLLARD MEMORIAL LIBRARY

Materials Selection Policy

PURPOSE

The purpose of the Selection Policy is to guide the Library Director and staff involved in materials selections, and to inform the public about the principles and practices upon which selections are made.

GOALS AND OBJECTIVES

The Pollard Memorial Library has as its goal total library service to the citizens of Lowell - adult, young adult and children. To this end, the staff strives to select library materials which best meet Lowell citizens information, recreation and education needs.

The staff of the Pollard Memorial Library recognizes the multi-cultural community it serves and selects materials in a variety of languages and formats to best serve all members of the Lowell community.

GUIDELINES FOR SELECTION

As a responsibility of library service, materials selected should be chosen for values of interest, information, and enlightenment. The selection of materials for the Library's collection does not constitute an endorsement of its contents. The staff of the Library recognizes that many materials are controversial and that any given item may offend some patrons. Decisions are made solely on the merits of the work in relation to the building of the collection, and to serving the interests of the patrons.

Purchases for the library are made by professional staff based on reviews in professional library journals, publishers' trade magazines and popular media.

The general criteria for selection of any materials are value, need, popular appeal, written, visual and aural quality, availability, timeliness, and significance of the author. The following criteria are used in selection of all library materials:

NON FICTION

1. Purpose and importance
2. Authority and reputation
3. Accuracy
4. Style, clarity, presentation
5. Access
6. Format
7. Need
8. Demand
9. Price
10. Relationship to other items in the collection
FICTION

1. Style
2. Creativity, vitality
3. Characterization
4. Literary merit, significance
5. Appeal
6. Authenticity
7. Demand
8. Price
9. Need
10. Relationship to other items in the collection

All citizens are encouraged to make suggestions on collection development and requests for specific materials, which will be given careful consideration in light of overall collection needs, selection criteria and budget constraints.

The Board of Trustees of the Pollard Memorial Library subscribe to the Library Bill of Rights and the Freedom to Read statement as basic to the Library's Selection Policy. Copies of these are attached to this Policy.

There is a wide variation in criteria used by parents in determining what is suitable for their children to read or view. Responsibility for children's use of materials rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that material may be accessible to use by children.

The Library does not attempt to acquire textbooks or other curriculum-related materials, nor does it attempt to supply specialized research, scholarly, or highly technical materials except as such materials also serve the general public.

The Library acknowledges a particular interest in local history and genealogy. The Library will add to its collection works by and about local authors and dignitaries as well as general historical and genealogical works relating to the Greater Lowell area.

RESPONSIBILITY FOR SELECTION

The Board of Trustees formulate policies for the selection of all materials within the broad framework of the objectives and purposes of the Library. The Trustees delegate the responsibility of implementing these policies for materials selection to the Library Director who will ensure that the Library staff purchase materials in conformance with the selection policy.

The Library Director, Assistant Director, Coordinator of Children's Services, Coordinator of Library Automation and Technical Services and Coordinator of Community of Planning constitute the selection committee for the library. Each professional will read and evaluate reviews in the professional journals and popular media using their expertise and training. This committee will also evaluate requests from patrons and library staff and make decisions concerning purchase of requested material.

DONATIONS

Donations of books and materials to the library are welcomed, with the understanding that the same criteria of selection will be applied before adding donated materials to the collection. Those materials not selected will be refused, or sold or donated to the Friends of the Pollard Memorial Library for disposal.
Donations which are accompanied by qualifying instructions as to disposition, housing or use may or may not be accepted. The library cannot be responsible for the appraisal of gifts for income tax or any other purpose.

COLLECTION MAINTENANCE

Weeding the collection is considered of primary value to the maintenance of a good collection. Systematic removal of materials is part of the selection process to keep the collection useful, relevant, and a quality resource. The same selection criteria are applied to weeding to assure a timely, quality collection. Materials that are removed from the Library's collection are donated to the Friends of the Pollard Memorial Library for purposes of sale or disposal to benefit the Pollard Memorial Library.

CONTROVERSIAL SELECTIONS

Any resident of Lowell that has a concern regarding the selection of a specific title is welcome to discuss the interpretation of these principles with the Library Director. Should the resident desire further edification from the governing body of the Library, the resident should then put their concerns in writing to the Board of Trustees. The Board will then study the matter relative to the individual concern and the selection principles as promulgated.

Adopted March 9, 1993
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