

# **POLLARD MEMORIAL LIBRARY**

## **Materials Selection Policy**

### **PURPOSE**

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

### **GOALS AND OBJECTIVES**

Staff at the Pollard Memorial Library (PML) aim to serve all citizens of Lowell. To this end, they strive to select library materials that best meet community members' needs for information, recreation, and education.

PML staff select materials in a variety of languages and formats to best serve the breadth of cultures residing within Lowell. Our collection evolves to meet the needs of our community. PML serves a diverse community with a broad range of information interests and needs. Materials that are valued and regarded as a lifeline by one individual may be disliked or have little practical value to another.

### **GUIDELINES FOR SELECTION**

Certified librarians with expertise in a broad range of media and community interests are responsible for the selection, maintenance, and enhancement of the collections. Library staff are skilled in developing collections to meet the needs of patrons from diverse cultural and linguistic backgrounds, as well as acquiring materials and technologies for individuals with differing needs.

Materials in the collection are chosen for:

- Relevance to the present needs of the community
- Popularity, appeal, and user demand
- Written, visual and aural quality
- Accuracy and timeliness of information
- Representation of trends, subjects, or genres of local, national, or international interest
- Favorable reviews and inclusion in reputable print or online resources
- Inclusion in popular resources for general readers/viewers
- Consideration of the work as a whole, rather than on the basis of specific sections
- Durability and sustainability of format for library use
- Space and processing requirements
- Availability of materials through other libraries or electronic/digital resources

Patrons are welcome to submit requests for specific materials, which will be given careful consideration. Each request will be evaluated with respect to overall collection needs, selection criteria, and budget constraints.

### **SPECIFIC COLLECTION GUIDELINES**

The selection of materials for the library's collection does not constitute an endorsement of its contents.

The library does not acquire textbooks or other curriculum-related materials.

The library does not supply specialized research, scholarly, or highly technical materials.

The library acquires works by and about local authors, dignitaries, and historical works relating to the Greater Lowell area. Please see the PML Local History Collection Policy for further information.

Self-published/individually published works are considered for purchase using the same criteria as for traditionally published materials, when available through our vendors.

## **PARENTS' RESPONSIBILITY**

Responsibility for children's use of materials rests with their parents or legal guardians. There is wide variation in criteria used by parents in determining what is suitable for their children to read or view. The library selects materials to meet a broad range of interests and needs across the community, relying upon parents and guardians to monitor their child's access.

## **RESPONSIBILITY FOR SELECTION**

The Board of Trustees works with library staff to review and approve policies for material selection based upon the objectives and purposes of the library.

The Trustees delegate the implementation of selection policies to the Library Director. In making selections for the collection, all members of the PML community—staff and the Board of Trustees—adhere to the standards of the American Library Association as described in the:

Library Bill of Rights, <https://www.ala.org/advocacy/intfreedom/librarybill/>

Freedom to Read Statement <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

First Amendment of the Bill of Rights from the U.S. Constitution

<https://constitution.congress.gov/constitution/amendment-1/>

## **DONATIONS**

Donations of materials to the library are evaluated using the same criteria of selection as described above. Those materials not selected will be refused, recycled, or donated to the Friends of the Pollard Memorial Library.

We do not accept:

- Encyclopedias
- Magazines
- Video tapes and audio cassettes
- Textbooks
- Anything moldy, soiled, or badly worn.

Private donations which are accompanied by qualifying instructions as to disposition, housing or use may or may not be accepted. The library does not appraise gifts for income tax or any other purpose.

Please see the PML Policy on Acceptance and Employment of Gifts of Works of Art or Artifacts.

## **COLLECTION MAINTENANCE**

Systematic removal of materials (weeding) is part of the selection process and keeps the collection relevant, and timely. The same selection criteria used for acquisition are also applied to weeding. Library staff adhere to the best practices of the CREW Method (link to CREW: A Weeding Manual for Modern Libraries). Materials removed from the library's collection are recycled or donated to the Friends of the Pollard Memorial Library.

## **MATERIAL RECONSIDERATION**

Any resident of Lowell who objects to the inclusion of a specific title or item in the library collection is welcome to discuss their concerns with the Library Director.

Please see the PML Reconsideration of Materials Policy for more information.

*This policy is subject to review by the PML Board of Trustees.*

*Adopted by the Board of Trustees: March 9, 1993*

*Amended: January 13, 1998; April 5, 2023*