



Material Selection Policy

The Carnegie Public Library of Steuben County provides, on equal terms, free library service to all individuals and groups within its taxing districts. The Material Selection Policy provides a framework for the development of patron-centered collections in support of the Library's mission to acquire and make available for public use the largest, highest quality and widest range of materials and programs which its resources will permit.

The Library's goal is to provide the community with materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that are considered controversial and may offend some users. Inclusion of questionable language or attitudes in materials is not in itself a reason to exclude them from the collection. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression and supports the principle of intellectual freedom.

The Library provides free access to materials in a number of formats (print, non-print and electronic) to all Library customers. Library customers make their own choices as to what they will use and what they will not use. The Library encourages each family to decide which items are appropriate for use by their children. **Responsibility for a child's use of library materials lies with his or her parent or guardian.** The following selection criteria apply to the juvenile, teen, and adult collections. However, materials in the children's department will be selected for children from birth through sixth grade reading level. A teen collection will be selected to serve young people in the transitional period between juvenile and adult reading.

The general criteria for the selection of library books and other materials purchased by this library district are:

- (1) the author's reputation and significance as a writer;
- (2) importance of the subject matter to the library's collection;
- (3) scarcity of materials on the subject;
- (4) authoritativeness;
- (5) reputation and standing of the publisher;
- (6) price;
- (7) availability of materials elsewhere in Evergreen Indiana.

Selection Aids

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The following standard selection aids are used:

- Booklist
- Library Journal
- School Library Journal
- Publishers Weekly
- New York Time Book Review
- Midwest Tapes
- Amazon
- Baker and Taylor

Publisher's catalogs and bibliographies prepared by various libraries and subject authorities are also checked.

It is not the obligation of the Carnegie Public Library of Steuben County to provide research materials, but it may do so incidentally.

The acceptance of gifts and donations of books and other materials shall be based on the same criteria as those for selection and purchased of books and other materials. Books will not be accepted with restrictions as to housing or use.

Book and material selection shall be under the authority of the library director. Staff members will participate in the selection process, and public demand will be considered to the extent that the budget permits and the demands meet the criteria listed above.

The Carnegie Public Library of Steuben County endorses as a part of the material selection policy the "Library Bill of Rights," adopted June 18, 1948, and the "Freedom to Read Statement," adopted by the American Library Association Council on June 25, 1953.

Weeding Policy

The collection will be weeded regularly to keep it current, relevant, and useful to library users.

The history of usage, condition of the material, and shelf space will be important considerations when weeding the collection.

Materials removed from the collection will be disposed of to the best possible advantage. They may be donated to the Friends of the Library, other non-profit institutions, recycled, or destroyed.

Requests for Reconsideration

The choice of library materials by users is an individual matter. Responsibility for the reading or viewing of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

The library will review the selection of a specific item upon request of a resident of the library district. If the patron wishes to have the material formally reconsidered with respect to its place and purpose in the collection, the staff member should:

- Provide a copy of the Material Selection Policy.
- Provide a copy of the Request for Reconsideration.

The completed Request for Reconsideration will be sent to the Director and staff selectors for review. After review, a written recommendation will be prepared for library director and a copy will be sent to the patron making the request for reconsideration. After receipt of the recommendation, the patron may appeal the recommendation to the Library Board of Trustees.

After receiving the request for appeal, the Board of Trustees may hold a public hearing inviting input from the community as to the disposition of the material in question. The Board will make a decision on the reconsideration of the material based on information gathered at the public hearing (if held) and the recommendation of the Collection Development Committee.

The results of this review will be made available to the public and a response will be sent to the patron who initiated the request.