

## **Cortland Free Library Materials Selection Policy (adopted September 17, 2008)**

### **Preamble**

The Cortland Free Library Library serves as a meeting place for the free exchange of ideas and for the pursuit of knowledge by all people. The role of the library is to meet the educational, informational, recreational and cultural needs of the residents of Cortland, Cortlandville, Virgil and surrounding areas. The library selects, acquires, organizes, preserves and makes available library materials and technological resources. We cooperate with other agencies and institutions in an effort to enhance and expand public awareness of and access to information. We strive always to uphold the principles of freedom of expression and the public's "right to know."

### **Materials Selection Policy Goal**

The Cortland Free Library seeks to provide all viewpoints on all topics including political, social and religious ones. It strives to make available a broad spectrum of opinion to help community members make informed decisions and participate actively in our democracy. Toward this end, the Cortland Free Library chooses materials representing different points of view limited only by our selection criteria, budget, and shelf space in our building.

We support the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement of the American Library Association in providing free and open access to our materials for all age groups. Children are not restricted to particular areas of the Library. Our staff does not monitor the materials that children choose. The responsibility for children's choices rests entirely with parents or legal guardians. See the ALA pamphlet *Kids and Libraries: What You Should Know*.

### **Materials Selection Policy**

The policy of the Cortland Free Library is to select and judge each book or other type of material based on how well it enhances the library's collection according to the criteria listed below.

- Reviews from professional journals, popular magazines and newspapers
- Expressed or anticipated patron demand
- Timeliness or permanence of the material
- Quality, accuracy or authenticity of materials
- Inclusion of materials in a special bibliography or index
- Scope and depth of our present collection or the availability of materials at other libraries in the area
- Reputation or authority of the author or publisher
- Format and price of material as well as space available to house it
- Appropriateness to the interests and skills of the intended user

Each item is judged on the basis of its overall content or style, not on selected portions of the work. The Board of Trustees is responsible for approving and revising a Materials Selection Policy, and may make recommendations on selection priorities. The Library Director oversees the selection of library materials according to the Materials Selection Policy. The Library Directors will consult various sources as listed above to determine the value of the material to the collection. No single criterion is used to justify a purchase; materials selectors consider all criteria in reaching a decision.

### **Gifts and Requests**

Suggestions and donations from people in the community are encouraged. All material added to our collection by suggestion or gift must meet the same criteria listed above.

### **Library Material Reconsideration**

From time to time, a person may be concerned about a particular book or other item in the Library's

collections. If a person wants us to reconsider an item that is in our collection, a "Request for Reconsideration of Library Materials" form may be obtained from the staff. This form should be filled out in its entirety and either returned to the staff member or mailed to the Library Director. A written response from the Director will be sent within four to six weeks.

### **Maintaining the Collection**

Removing outdated materials from the library shelves is essential to keeping the collection accurate, useful and attractive. The library staff maintains our shelves by systematically removing worn or mutilated items, duplicate copies of materials that are seldom used, and materials containing outdated information. Removed materials are replaced as warranted. Decisions are made by the Library Director in consultation with other library staff. Materials eliminated from the collection are put in the library's fundraising book sales.