

Materials Selection Policy

Philosophy of Service

The Patchogue-Medford Library is committed to providing quality library collections and services. This Materials Selection Policy provides a framework for the growth and development of collections in support of the Patchogue-Medford Library's mission "to provide resources and opportunities to empower, educate and entertain the community." The Patchogue-Medford Library is committed to intellectual freedom and adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements. Individuals are responsible for making their own choices regarding appropriateness of materials, and parents/guardians are responsible for the choices they make for their children.

The Collection

The Library will provide our diverse community with materials that reflect a wide range of views, expressions, opinions and interests. Patchogue-Medford Library provides free access to materials in a number of formats (print, media and electronic) to all customers, providing a wide range of literary, cultural, educational, informational and recreational materials for people of all ages. The Celia M. Hastings Local History Room preserves and documents the history of the Patchogue and Medford communities, and to a lesser extent Suffolk County and New York State.

Responsibility for Selection

The authority and responsibility for the selection of library materials is delegated to the Library Director and, under his or her directions, to the professional staff members who are qualified for this activity. The general public and staff members may recommend materials for consideration. Final responsibility for selection lies with the Board of Trustees.

Criteria for Selection

Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be selected primarily in terms of artistic merit, scholarship or value to humanity. Others are selected to satisfy the informational, recreational or educational interests of the community the library serves. Staff members involved in the selection of resources will be guided by, but not limited to, the following criteria. An item need not meet all of the criteria in order to be acceptable.

- public demand, interest or need
- contemporary significance, popular interest or permanent value
- attention of critics, reviewers, media and the public
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting

- accessibility for multiple users of electronic formats
- suitability of format for library use
- value of resource in relation to its cost
- availability of resource in other libraries

The selection of materials on controversial issues will be directed toward maintaining a diverse collection representative of various views. Customer suggestions are always considered for addition to the collection. Customers can request that specific items be purchased by filling out the [Contact Us](#) form online or by speaking to a Librarian.

Collection Maintenance, Replacement and Weeding

Professional library staff regularly reviews items in the collection to ensure that they continue to meet customers' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. This improves the accuracy, reliability and currency of the information in the collection in addition to making room for new items and creating an appealing atmosphere. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.

Gifts

Patchogue-Medford Library accepts gifts of materials without commitment as to final disposition. Decisions on whether and how donated items will be added to the Library's collections are based on the same evaluative criteria that are applied to purchase materials. Items that are not added to the collections are given to the Patchogue-Medford Friends of the Library.

Request for Reconsideration of Materials

The Library welcomes citizens' expressions of opinion concerning materials purchased. Please see the [Policy on Requests for Reconsideration of Library Materials](#).

Adopted
March 2018
Board of Trustees