

## AMITYVILLE PUBLIC LIBRARY

### LIBRARY MATERIALS SELECTION POLICY

The Board of Trustees of the Amityville Public Library recognizing the pluralistic nature of this community (Amityville Union Free School District) and the varied backgrounds and needs of all citizens adopt the following Materials Selection Policy.

#### I. General Objectives and Library Responsibility

##### A. Objectives

1. The objective of the Amityville Public Library is to select, organize, preserve, and to make freely and easily available to the people of the community recreational, informational, educational, and cultural materials in a variety of formats, within the limitations of space and budget. The goal of the Library is the maximum use of its collection by the greatest number of persons.
2. The Library seeks to promote endeavors which will stimulate and expand the reading interests of children, young adults and adults and to coordinate this work with that of other educational, social and cultural groups in the community in cooperative effort.

##### B. Responsibility: Main responsibility is the provision of materials which satisfy the prevalent tastes, interests, information and reference needs, and reading and language abilities of all residents in the community. These include:

1. A range of relevant, contemporary materials.
2. Differing viewpoints on controversial issues, with all possible representation of unpopular or unorthodox positions.
3. Materials to suit a variety of tastes, with recognition that those which offend, shock or bore some patrons may be meaningful or significant to others.
4. A variety of materials for recreational purposes, literary and aesthetic enjoyment and informational purposes.

II. Responsibility for Selection: Library material selection is, and shall be, vested in the Library Director under his/her direction, such members of the professional staff who are qualified by reason of education and training. All staff members and the general public may recommend materials for consideration.

III. Criteria for Selection: To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria to be acceptable; several standards and combination of standards may be used as some materials may be judged on artistic merits while others are considered because of scholarship, value as a human document or ability to satisfy the recreational and entertainment needs of the community.

A. General Criteria

1. Present a potential relevance to community needs.
2. Insight into human and social conditions.
3. Importance as a document of the times
4. Relation to existing collection and other materials on subject.
5. Scarcity of information in subject area covered.
6. Reputation and/or significance of author.
7. Suitability of subject and style for intended audience.
8. Attention of critics, reviewers and public.
9. Appropriateness and effectiveness of medium to content.
10. Suitability of physical form to Library use.

B. Popular Demand and Duplication

1. Demand is a valid factor in material selection and it shall be considered a factor. An example includes, but is not limited to, books on the bestseller lists for which there is persistent local demand. Demand will be the major factor in purchasing multiple copies of an item.

2. Duplication - The Library takes cognizance of the purposes and resources of other Libraries and information centers within its range of reasonable requests and does not needlessly duplicate functions and materials.
- C. Curriculum Material: No attempt will be made to supply textbooks and other related curriculum materials in use in the Amityville Schools or other local schools or colleges, but no book will be excluded simply because it is a textbook, particularly if it may be deemed useful to the general public.
- D. Special Subject Areas and Sensitive Materials
1. Religion: The Library will seek to maintain a collection of general reading for all faiths. Those books which are purely doctrinaire in content or whose primary purpose is conversion will not be included.
  2. Law and Medicine: Legal and medical works will be acquired only to the extent that they are useful to the lay person.
  3. Youth: The Library will provide books and other materials for young adults and children which are suitable for these age groups. Whenever possible, these collections will be clearly labeled. An attempt will be made to select materials for children which are authentic in fact and feeling, straight-forward in presentation, unbiased in point of view and within the child's ability to comprehend. However, the Library will not follow a selection policy which prevents adults from reading mature literature because of the possibility it may fall into the hands of children.
- E. Gifts: Materials offered to the Library as gifts may be accepted or rejected by the Library. Acceptance shall be on the basis that the Library is free to keep or dispose of such materials as the Director and the Board of Trustees sees fit. The Library will not accept donations and/or contributions which are in conflict with this Materials Selection Policy. In the case of Memorial Gifts, the Library staff will assist the donor in selecting materials suitable as a gift or memorial.

#### IV. Controversial Materials

1. The Amityville Public Library Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject materials which he/she does not approve of, he/she cannot exercise the right

of censorship to restrict the freedom to read of others. This statement holds true of the Library Director and the entire Library staff involved in the selection of Library books and materials.

2. This Board of Trustees adopts and declares that it will adhere to and support: “The Library Bill of Rights” and “The Freedom to Read Statement,” both of which are made a part hereof.
3. The Board of Trustees defends the principles of freedom to read and declares that whenever censorship is involved, no book and/or Library materials shall be removed from the Library save under the order of a court of competent jurisdiction.

- V. Materials Review: From time to time, patrons may object to specific Library materials. To ensure that the patron’s concerns are addressed, a Materials Review Procedure will be followed. Materials Review Procedure attached.

Adopted October 21, 1992  
Amended October 19, 2000  
Amended July 20, 2002  
Amended June 15, 2006, Effective July 1, 2006  
Amended June 21, 2007

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**MATERIALS REVIEW PROCEDURE**

From time to time, patrons may object to specific Library material. Should this occur, the procedures below are to be employed.

1. Remain calm and courteous, assuring the patron their complaint will receive attention. Should the patron demand that the material be immediately removed from the shelves, politely but firmly refuse. Indicate to the patron that a review process must be undertaken before action is possible.
2. Invite the patron to file the MATERIALS REVIEW FORM. Do not engage the patron in an debate on the public service floor; rather refer them to the Director should they continue to complain.
3. Upon receipt of the form, inform the patron it will be routed to the Director who will initiate a re-evaluation process using professionally accepted criteria.
4. The Director shall assign the appropriate Librarian(s) to review the material in question. Staff shall consider such material utilizing the Materials Selection Policy, Library Bill of Rights, review sources, collection needs and patron demand. This process shall be objective with the understanding that some material may indeed be unsuitable.
5. Upon completion of the review, the MATERIALS REVIEW FORM and the results of the staff re-evaluation shall be forwarded to the Director for examination and additional comments, if needed.
6. The Director shall contact the complainant with the results of the re-evaluation process. The Patron will be apprized of their right to appeal to the Board of Trustees.

AMITYVILLE PUBLIC LIBRARY  
MATERIALS REVIEW FORM

A Materials Review Form is provided in recognition of the diversity of opinion regarding certain materials. Please complete to facilitate a re-examination of the specific material.

TITLE \_\_\_\_\_  
\_\_\_\_\_

AUTHOR \_\_\_\_\_

PUBLISHER \_\_\_\_\_

DATE OF PUBLICATION \_\_\_\_\_

PATRON NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

<input type="checkbox"/>	BOOK
<input type="checkbox"/>	PERIODICAL
<input type="checkbox"/>	FILM/VIDEO RECORDING
<input type="checkbox"/>	SOUND RECORDING
<input type="checkbox"/>	OTHER

TELEPHONE \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

1. What did you find objectionable in this work (cite specific Pages)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you read, view or hear the entire work? \_\_\_\_ If not, what parts read, viewed or heard? \_\_\_\_\_  
\_\_\_\_\_

3. Is there any value to this work? \_\_\_\_\_ If so, what? \_\_\_\_\_  
\_\_\_\_\_

4. Other Comments \_\_\_\_\_  
\_\_\_\_\_

Please be apprized that following an evaluation of the above described, a decision will be communicated to you.  
7/1/06