

Hudson Area Library

Materials Selection Policy

Statement of purpose of the materials selection policy

The Hudson Area Association Library (HAAL) is committed to providing access to quality materials, meant to benefit the community intellectually, culturally, socially and recreationally. Library materials are selected that provide for the interest, information, enlightenment, entertainment, education, development, and enrichment of all people in our community. Materials are acquired in a variety of formats for individuals of varying ages, educational levels, interests, and needs.

Open access to ideas

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. The library supports intellectual freedom and has adopted the following statements as policy: American Library Association's (ALA) Library Bill of Rights, ALA Freedom to Read Statement, ALA Statement on Labeling, ALA Statement on Access to Library Resources and Services for Minors, the American Film and Video Association's Freedom to View Statement, and the New York Library Association's Position Statement on the Defense of Intellectual Freedom.

The library endeavors to build a collection representing varying points of view. The addition or removal of resources, or decision not to add materials to the collection should not be interpreted as an endorsement or repudiation of the ideas or views contained therein. The choice of library materials by users is an individual matter. All active library patrons in good standing, regardless of age, have full access to the library's collection. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others.

Responsibility for selection

The HAAL Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director who, in turn, delegates selection responsibilities to staff members who are qualified by education, training, or experience to share this responsibility.

Criteria for selection

Library staff select materials for the library collections in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. They select materials that best meet the needs of the community and that are consistent with the Library's goals and mission, while weighing fiscal and spatial limitations with the availability of the material elsewhere in the community or through interlibrary loan.

There is no single standard that can be used to evaluate all the types of materials included in the Library's collections. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the community. Each type of material is evaluated in terms of its own qualities and merit for the collections.

Library materials should be of sound factual authority and represent diverse points of view. No library material shall be excluded because of the origin, background or views of those contributing to their creation.

General criteria that selectors use to evaluate materials include:

- authority or significance of the author/producer of the work (training, competence, local connection);
- suitability of the subject, format and style for the intended audience;
- organization and ease of use (clarity, accuracy, and logic of presentation)
- representation of inclusive experiences and diverse viewpoints;
- insight into the human and social condition;
- value (permanent, current, temporary; educational, recreational);
- comparison with titles in the existing collection and other materials available;
- suitability of format for Library use (size, paper, print, binding);
- evaluation of critics and reviewers;
- public demand;
- inclusion in standard bibliographies, webliographies, or indexes;
- enhancement of existing library's collection (scarcity of materials on the subject, importance of the subject matter to the collection);
- potential local use;
- artistic merit and literary value;
- representation of a significant movement, trend, genre or culture;
- authenticity of reflection of the human experience and of historical or social setting;
- vitality and originality; and
- cost and availability.

Further criteria for the selection of digital materials are:

- compatibility with Library's computer platforms;
- technical quality of the reproduction;
- print versus digital cost considerations; and
- ease of access.

Suggestions from patrons, including Adopt a Book materials, are encouraged and will be considered using the same criteria as all other selections.

Electronic media and interlibrary loan

The Library, both as its own entity, and in collaboration with other libraries, provides access to electronic media through various platforms. These platforms allow for access to material that may or may not be selected by the Library Director or staff. The Library is not responsible for the addition or removal of material from platforms that give full access to their holdings or that are developed by a consortium. The Library is also not responsible for the holdings of other libraries and materials that are available for our patrons through interlibrary loan.

Gift items

The Library accepts gifts of hardcover and paperback books, audiovisual materials, and historical materials in good condition. Gifts shall be accepted only with the stipulation that the library will use them as it sees fit and will be considered using the same criteria as all other selections. Materials which are needed and fit the selection criteria will be added to the collection. Those which do not may be added to book sale materials or disposed of. Library staff may not provide material donors with estimated values of their gifts, but may enumerate the types and numbers of items given. Donors with materials intended for the Library's History Room are requested to complete a Deed of Gift Form to accompany their donations.

Book Removal and Replacement

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales.

Reconsideration of Materials

Requests for reconsideration of library materials may be made only by registered patrons of the HAAL, and it must be made in the form of a written request to the Library Director using the *HAAL Reconsideration of Library Resources Form*. The requester must be properly identified before the request is considered. Appeals of the Library Director's decision may be directed to the Board for their final decision.

Upon receipt of the request for reconsideration form, the Director shall:

1. read and examine the challenged material
2. consider the specific objections to the material voiced by the requester
3. weigh the values and faults of the material as a whole
4. where appropriate, solicit advice or opinion from other library directors, the Mid-Hudson Library System, the American Library Association Office for Intellectual Freedom and the New York Library Association Intellectual Freedom Committee.
5. issue a written report within ninety days to the Board containing their recommendations concerning any request.

The Board shall review the report of the Director and notify the requester.

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Reconsideration of Library Resources Form

The Board of Trustees of the Hudson Area Association Library, has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. This form requests information that would be helpful in reviewing a request.

If you wish to request reconsideration of library resources, please return the completed form with this information in it to the Library Director, Hudson Area Association Library, 51 N. 5th Street, Hudson, New York 12534.

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Do you represent: Yourself? Organization? (Name) _____

Resource on which you are commenting: Book Audio Video Magazine

Library Program Newspaper Electronic resource Other (please specify below)

Author _____

Title _____

Publisher/Producer _____

What brought this resource to your attention?

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

Have you examined (read/heard/seen) the material in its entirety?
