

Materials Selection Policy

The mission of the Barrington Public Library is to provide, without charge, diverse and easily accessible materials, services and program to educate, inform, enrich and entertain all the residents of Barrington and the greater community. The Barrington Public Library shall provide access to all users, and seek to make available the broadest possible spectrum of information and ideas in a variety of formats.

The Library observes the American Library Association policies regarding freedom of access, including the Library Bill of Rights, Freedom to Read, Freedom to View (appended) and related statements contained in the Intellectual Freedom Manual. It upholds the principles of intellectual freedom, the citizen's right to information the right to confidentiality of users' records, and opposes censorship.

Responsibility for Materials Selection

The legal responsibility for selecting materials lies with the Board of Trustees, which in turn delegates to the Library Director collection development and the selection of library materials on a day-to-day basis.

The Materials Selection Committee consists of the Director and the other members of the professional staff, and members of the Reference Department staff. Suggestions from other staff members and from Library users are encouraged and seriously considered in the selection process.

Tools used in selection include professional and trade journals, newspapers, subject bibliographies, publishers' promotional materials and reviews from other reliable sources.

Criteria for Selection

To build a diversified collection, which supports the Library's mission, certain objective criteria are used. Each item must meet such of the following criteria as are applicable to its inclusion.

1. Current usefulness or permanent value.
2. Authority and competence of the author, composer, filmmaker, etc.
3. Relevance as a record of its time.
4. Its role in broadening or balancing the Library's materials on the same subject.
5. Relative importance in comparison with other works on the subject.
6. Quality of content, design, format or production.
7. Suitability of subject, style, format and level for its intended audience.
8. Literary merit, significance.
9. Relevance to community needs.
10. Potential or known demand for the material.
11. Price.

The Use of the Library's Materials

Library materials shall be selected to provide a broad range of viewpoints, and shall not be marked or identified to show Library approval of disapproval of the contents. No book or other

item shall be sequestered. Responsibility for the reading, viewing or listening habits of children rests with their parents or legal guardians. Selection of materials for the Library's collections shall not be restricted by the possibility that children may obtain materials their parent consider inappropriate.

The use of rare, scholarly items or those which are fragile or of great value, or those unusually susceptible to theft, shall be controlled only to the extent required to protect them from damage or theft.

The Scope of the Collection

The Library shall seek to coordinate its resources with those of other libraries in Rhode Island so as not to duplicate service and materials unnecessarily. Just as the Barrington Public Library will collect in greater depth in some areas, so shall interlibrary loan services provide access to specialized and technical materials beyond the scope of this Library's collection.

The Library shall cooperate with school and academic libraries so that the services of these agencies may complement each other. The major function of the school and academic libraries is to furnish curriculum related materials. The public library shall seek to provide access to a less specialized but more comprehensive collection. Textbooks shall not ordinarily be purchased by the Library except in subjects in which materials in another format are not readily available.

The Library shall seek to identify groups of people with specialized information needs and to purchase materials they will be able to use. (Ex: literacy collection; collection on health services for the aging.)

The Library acknowledges a particular interest in local and state history, and in works of local authors.

Gifts

All currently useful books and other materials donated to the Barrington Public Library shall be accepted provided that no conditions are placed on use, location, rebinding or disposal.

The same criteria governing the selection of purchased materials shall be applied to gifts.

The Library shall not be responsible for the appraisal of gifts for income tax or any other purposes.

Portraits, sculpture, furniture, objets d'art, and other such items shall not, except under special circumstances, be accepted as gifts.

Maintaining the Collection

In order to maintain an up-to-date, useful collection, worn and obsolete materials shall be continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Materials no longer useful to the Library may be given to other libraries, sold for the benefit of the Library, or disposed of.

Reconsideration of Library Materials

Procedures have been developed for the reconsideration of materials to assure that objections or complaints will be handled in an attentive and consistent manner.

Patrons who request the reconsideration of Library materials shall be asked to put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Library Material."

The Library Director, in consultation with members of the Selection Committee, shall review the work about which a request for reconsideration has been made. The Committee shall obtain critical reviews of the work from professional courses, and shall read/view/listen to the work if they are unfamiliar with it. Following the criteria of the Book Selection Policy, they shall make a decision about the disposition of the work, and the Director shall inform the patron of that decision. The patron shall be given an opportunity to discuss the work further if he/she wishes. If he/she is dissatisfied with the resolution, the patron may request that it be brought before the Board of Trustees, who will consider it by the same procedure.

*Approved by the Library Board of Trustees
June 16, 1994*