

# ***Pine Plains Free Library***

## **I.A. Materials Selection Policy**

It is the policy of the Pine Plains Free Library to serve the community by being a source and focal point of reading and education, accessible in a variety of forms to both children and adults. By offering various programs, we hope to promote library usage and community involvement. We also achieve our mission by cooperating with interlibrary loan/ hold requests and supporting the Mid-Hudson Library system.

### **I.A.1 Selection of Materials**

The Pine Plains Free Library supports the Library Bill of Rights and Freedom to Read, View or Hear Statement put forth by the American Library Association. No library material shall be excluded because of the origin, background, or views of those contributing to their creation, as well as coarse language or frankness. Censorship is a personal and individual issue; it is not to be imposed upon the rights of others.

We are limited in the depth and number of materials we can have -due to space and the limitations of our budget. Patrons can request items from other libraries, using the automated system of holds (requests) and interlibrary loan. This library will provide the necessary materials in various forms-print, non-print, and electronic media. Every effort will be made to provide material of lasting worth and current demand.

- ❖ The librarian/director has the responsibility of selecting materials deemed appropriate for the collection and within the guidelines of this selection policy.
- ❖ Selection should be based on the needs of the community. Materials will be chosen for the value of interest and information for all people regardless of age. Recommendations are encouraged and welcome from the public but the final decision rests with the director/librarian.
- ❖ Popular demand will be recognized in maintaining interest and support for the library. This does include the demands placed on the collection by children and young adults doing specific projects or reports. However, they still must be guided by consideration of merit, use and balance.
- ❖ Selection of all materials must be as objective as possible and meet the highest standard of quality, content, and expression.
- ❖ On controversial issues, the library must present all sides of the issue. It should be noted that selection of any material should not be construed as an endorsement by the library of the views contained within.
- ❖ Excessively priced materials may be considered undesirable, except for reference purposes. Some things are considered essential to the collection.

- ❖ The librarian/director shall accept or reject the gift of library materials. Gifts shall be accepted only with the stipulation that the library will use them as it sees fit. Once given, no gift materials can be returned to the donor. Upon request the librarian/director will provide a written acknowledgment of the donations but cannot place a value on them.

Adopted: Sept. 24, 1996.

Amended: January 9, 2007.

### **I.A.2. Challenging of Materials**

Should any patron of the Pine Plains Free Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the librarian/director on a form provided for this purpose. The complainant must be properly identified before the request is considered. No action will be taken before the complaint is brought before the Board of Trustees. The written complaint will be presented to the Board of Trustees.

The Board shall

- a. read and examine the challenged material
- b. consider the specific objections to the material voiced by the complainant
- c. weigh the values and faults of the material as a whole
- d. the Board will, where appropriate, solicit advice or opinion from other library Director, the Mid-Hudson Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee.
- e. The Board shall issue a written report within ninety days to the Director containing its recommendations concerning any complaint.

The librarian/director shall review the report of the Board and notify the complainant. The Board of Trustees of the Pine Plains Free Library, has delegated the responsibility for selection and evaluation of library resources to the librarian/director\*, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures.

Note: The words librarian/director/manager are interchangeable.

## Reconsideration of Library Resources

If you wish to request reconsideration of library resources, please return the completed form to Librarian of the Pine Plains Free Library Library, P. O. Box 325, Pine Plains, New York 12567.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? (Name) \_\_\_\_\_

Resource on which you are commenting: \_\_\_\_\_ Book \_\_\_\_\_ Audio \_\_\_\_\_ Video \_\_\_\_\_ Magazine \_\_\_\_\_  
\_\_\_\_\_ Library Program \_\_\_\_\_ Newspaper \_\_\_\_\_ Electronic \_\_\_\_\_ Other (please specify) \_\_\_\_\_

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?

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary) Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?