



## Materials Selection Policy

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*Revised 4/14/2015*

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### Library Aims

The aim of the Bullitt County Public Library is to provide service and selection to all people. Fulfilling the education, informational, cultural, and recreational needs of these people is the Bullitt County Public Library's broad purpose. More specifically, it helps people to keep up with change in all areas, educate themselves continually, become better members of their family and community, become socially and politically aware, be more capable in their occupations, develop their literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal social well-being. The library adheres to the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. All materials are selected by this Library in accordance with these basic objectives.

### Criteria for Selection

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Public demand, interest, or need  
The Library will attempt to select items that will circulate at least two times
- Contemporary significance, popular interest, or permanent value
- Timeliness and accuracy of material
- Attention of critics and reviewers
- Treatment of subject to age of intended audience
- Prominence, authority and/or competence of author, creator or publisher
- Relation to existing collections
- Creative, literary, or technical quality
- Statement of challenging, original, or alternative point of view
- Authenticity of historical, regional, or social setting
- Format, ease of use, and accessibility
- Cost and availability

### Responsibility for Materials Selection

Responsibility for the initial selection of library materials rests with the Library's professional staff, based on the criteria for selection list above. Final responsibility for selection of books and library materials is and shall be vested in the Director.

## Censorship

The selection of library books and materials is predicated on the library patron's right to read, and similarly, his or her freedom from censorship by others. Many books are controversial and any given item may offend some persons. Selections for this Library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. This Library holds censorship to be a purely individual matter and declares that, while anyone is free to reject for one's self books and other materials of which he or she does not approve, one cannot exercise this right to censorship to restrict the freedom of others. With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of his parent or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

## Gifts

The Bullitt County Public Library accepts gifts of new or gently-used items in media formats which we regularly circulate or offer the use of in-house. 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 purchased materials and are subject to the following limitations:

- The library retains unconditional ownership of the gift
- The library makes the final decision on the use or other disposition of the gift
- The library reserves the right to decide the conditions of display, housing and access to the materials

Gifted items that are not added to the collections will be sold in public sales or disposed of.

## Collection Maintenance, Replacement, and Weeding

Professional library staff regularly reviews items in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, unused, old editions, or unnecessarily duplicated are removed. 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.

## Reconsideration of Material

Reconsideration of material in collections is also a continuing process. Any current Bullitt County resident or staff member who seriously requests reconsideration of materials should be given a "Request for Reconsideration of Library Materials" form. As soon as that form is completed by the requester, a committee of the Library's professional staff shall evaluate the original reasons for the purchase and the book in question. The objections will be considered both in terms of the library's materials selection statement and the opinion of the various reviewing sources used in materials selection. The committee shall communicate their decision, in writing, to the complainant.

If the complainant still feels that his objections have been met with inadequately, the complainant may make a written request that the material be placed before the Director for evaluation. The Director will communicate his or her decision, in writing, to the complainant.