

SECTION 600

MATERIALS SELECTION & EVALUATION

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- II. GENERAL SELECTION OF MATERIALS
- III. INTERLIBRARY LOAN OR RESOURCE SHARING
- IV. COLLECTION MAINTENANCE – ADDED COPIES – GIFTS
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I. BOARD OF TRUSTEES – PHILOSOPHY

A. COLLECTION

- a. The policy of the Board of Trustees mandates that the collection shall be appropriate, comprehensive, and extensive; fulfills the library mission by providing patrons of all age levels, access to materials in all formats and related services which are educational, informative, professional, cultural, and recreational; and shall at all times reflect the needs, interests and unique characteristics of the district residents.
- b. The library's collection should include both materials that represent topics of current interest, as well as those of enduring value.

B. RESPONSIBILITY FOR SELECTION

- a. The Board delegates to the Director the authority and responsibility for the discreet selection of materials and for the development of the collection.
- b. The Director may delegate the authority for materials selection and collection development to qualified staff professional personnel. However, selection and development responsibility shall not be considered as delegated.

C. ENDORSEMENT

- a. Inclusion of materials in the library's collection acknowledges the importance of a diversity of views and interests; the presence in the collection of any materials – reading, listening, viewing – shall not indicate contents endorsement, imply agreement with any particular viewpoint, or suggest approval or certification of the content of any item by the Board of Trustees, Director or Staff.

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II. GENERAL SELECTION OF MATERIALS

Materials of all formats shall be selected following an evaluation process that includes using, but not limited to, reviews, descriptions, information found in industry and other general publications.

Collection materials shall be acquired on an impartial and balanced basis and shall possess a high quality of content and expression.

A. MATERIALS FOR ADULTS

- a. Materials shall be selected for values of interest, information enlightenment and enjoyment of the intended audience.
- b. Materials shall be selected to provide for the most practicable and practical points of view relative to issues, problems, opinions of the times.

B. MATERIALS FOR YOUNG ADULTS – (12 to 17 years age group)

- a. In addition to the polices listed above, materials selected shall consider the specific interests, growth, and comprehension abilities of this age group.

C. MATERIALS FOR CHILDREN – (to 12 years of age)

- a. In addition to the polices listed above where applicable, materials selected and presented shall:
  - i. Consider the recreational interests of the child; shall develop an attraction to reading, shall promote the Library as a resource.
  - ii. Offer an opportunity to learn about our culture and time, other cultures, and other times.
  - iii. Assist the child to develop insights and build a system of values.
  - iv. Provide, without bias, informational resources and points of view.
  - v. Recognize the various and varied levels of comprehension among this age group.
- b. The responsibility for monitoring a child's reading, listening, and viewing rests with the parent or legal guardian.

D. PATRON REQUESTS

- a. Patron requests for specific materials shall be considered in accordance with the General Selection of Materials policy.

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III. INTERLIBRARY LOAN

A. INTERLIBRARY LOAN

- a. Huntington Public Library is a member of the Suffolk Cooperative Library System. Requests for materials from other Suffolk County Libraries are made with a valid HPL Library card through the Suffolk County Libraries online catalog and delivered to HPL through the SCLS Delivery Service.
- b. Where materials requested are not available in the HPL collection, cannot be borrowed from Suffolk County Libraries, or otherwise purchased for the collection, they can be borrowed from lending institutions outside of Suffolk County through, but not limited to, L I LINK, NYS Library, or OCLC, by making a request at the Reference Desks with a valid Huntington Public Library card.

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IV. COLLECTION DEVELOPMENT

A. INCLUSION/EXCLUSION OF MATERIALS

a. The Board of Trustees recognizes that library staff have a professional responsibility to be inclusive, not exclusive, in developing library collections and library policies should not exclude materials even if such materials offend a library staff member or some members of the community. When items are considered for addition or retention, that item is evaluated as a whole, not on the basis of an evaluation of single passages taken out of context in a particular section or sections. Thus, an item will not be added to or barred from the collection solely because of:

- i. nationality, political or social views, race, sexual orientation, nor religious affiliations of the author/writer/publisher.
- ii. A works' depictions or descriptions of violence or sexual activity.
- iii. A works' controversial content.
- iv. A works' endorsement or disapproval by any individual or politically opinioned organizations, special interest, ethnic, or other community groups seeking to establish a coercive concept.
- v. Accordingly, patrons are free to accept or to reject collection materials on an individual and personal basis.
- vi. *Public Library Request for Reconsideration of Material Form* located in Official Forms of this section.

b. The ability to purchase and store materials is limited by space and budget constraints. The Board of Trustees has established criteria for the addition and retention of library materials. These criteria may be applied to all formats and include, but are not limited to:

- i. Current interest
- ii. Timeliness
- iii. Patron requests
- iv. Educational significance
- v. Positive reviews
- vi. Recommendations by professionals
- vii. Accuracy
- viii. Contribution to the breadth of representative viewpoints
- ix. Value commensurate with the cost and/or need.

**B. DATABASE / REFERENCE MATERIALS / DIGITAL COLLECTIONS**

- a. The library maintains a basic print reference collection.
- b. Insofar as licenses and costs permit, electronic databases and digital download products subscribed to by the library are offered for patron use in the library and off-site as available by the publishers and content creators using the same general criteria applied to all other library materials as stated earlier in this section.

03/31/1978    05/31/1990    11/20/1990  
07/01/1993    11/15/1994    02/16/2021

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V. COLLECTION MAINTENANCE – GIFTS

A. COLLECTION MAINTENANCE

- a. To avoid unnecessary utilization of space and to maintain the most effective level of popular demand collection materials, the collection shall be evaluated and weeded systematically and continuously. Staff may consider the material's condition, frequency of use, timeliness, and accuracy, among other factors during evaluation.
- b. In performing the weeding practice, especial care and consideration shall be undertaken to maintain an appropriate collection of the great works of the art and those works of permanent value. The Library maintains the right to decide on the disposition of all discarded materials. Discarded materials will not be held for, or distributed, to the public.
- c. After staff have weeded the collection, the library will offer discarded materials to local charitable and non-profit groups and organizations. Priority will be given to the Friends of the Library and Huntington Union Free School District #3. After the Friends have attempted to sell these materials at scheduled book sales, the library will offer these materials to the public for a nominal fee or for gratis. After all of the above steps have been taken, the library will take responsibility for the disposal of the remaining materials.

B. ADDED COPIES

- a. Collection materials in consistent or popular demand shall be added when, in the opinion of the Director, additional copies are adjudged as desirable or necessary.

C. GIFTS

- a. Collection materials and / or monetary donations made to the Library shall be accepted without commitment or perpetuity, and disposition shall be at the discretion of the library using the same general criteria applied to all other library materials. Acknowledgment is made to the donor and to the person, or family of the person being honored, or memorialized, and an acknowledgment is placed in the gift.

D. MEMORIAL FUNDS

- a. The library will make every effort to purchase the Memorial item as suggested by the donor. However, final disposition of the funds shall be at the discretion of the library.
- b. Any remaining balance of monetary donations not spent within the fiscal year in which they were received may be transferred to the general fund, at the discretion of the Board of Trustees.

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VI. OFFICIAL FORMS

The pages following present the official forms pertaining to this section of the manual.

<u>Page number</u>	<u>Form Exhibit</u>
600-7	BOOK EVALUATION
600-8	GIFT DONATION FORM

**HUNTINGTON PUBLIC LIBRARY REQUEST FOR RECONSIDERATION OF MATERIAL FORM**

The Board of Trustees have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is necessary if you wish to request a reconsideration of a resource. Please return the completed form to the library director.

Huntington Public Library  
Attention: Joanne Adam, Library Director  
338 Main Street  
Huntington, NY 11743

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you represent self: \_\_\_\_\_ Or an organization? \_\_\_\_\_ Name of Organization: \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_\_ Book (e-book)    \_\_\_\_\_ Magazine    \_\_\_\_\_ Digital Resource    \_\_\_\_\_ Newspaper  
\_\_\_\_\_ Movie    \_\_\_\_\_ Audio Recording    \_\_\_\_\_ Game    \_\_\_\_\_ Other

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review? \_\_\_\_\_

\_\_\_\_\_

4. What concerns you about the resource? \_\_\_\_\_

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and /or other viewpoints on this topic? \_\_\_\_\_

\_\_\_\_\_

6. What action are you requesting the Director/Board consider? \_\_\_\_\_

\_\_\_\_\_

MEMORIAL DONATIONS

You can mark a special occasion or honor a loved one with a gift that supports the Huntington Public Library. We will send an acknowledgement to your honoree or their family along with a book plate placed in the gifted item. You may send a check payable to the Huntington Public Library or send your gift to:

Huntington Public Library  
Attention: Library Director  
338 Main Street  
Huntington, NY 11743

We will send you a letter acknowledging your donation that can be used for tax purposes. The library will make every effort to purchase the memorial item as suggested. However, donations shall be accepted without commitment or perpetuity and final disposition of monetary funds shall be at the discretion of the library.

Should you wish to make such a meaningful donation, please fill out the following:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

Enclosed is my gift for (\$): \_\_\_\_\_

In Memory of: \_\_\_\_\_ In Honor of: \_\_\_\_\_

Send Acknowledgement card to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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