

ROXBURY PUBLIC LIBRARY

MATERIALS SELECTION POLICY

Page 1 of 2

The Roxbury Public Library strives to provide materials that will meet the informational, educational, recreational, and cultural needs of the community. The Library seeks to be responsive to changing community needs by offering a collection of materials that sustains the principles enumerated in the American Library Association's *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill>), in its published interpretations thereof (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>), and in its *Freedom to Read Statement* (<http://www.ala.org/offices/oif/statementspols/frstatement/freedomreadstatement>).

The selection of materials is the responsibility of the Library Director and qualified members of the staff, who operate within policy guidelines established by the Board of Trustees. In selecting materials, the Library considers their availability through other institutions in the community and the region, including libraries with reciprocal borrowing or interlibrary loan agreements.

Appropriate materials will be selected on the basis of their quality and permanent value to the collection, as well as on the basis of their timeliness and popular appeal. Those selecting materials will take into consideration the content of the existing collection and the need to represent a variety of viewpoints in the interest of balance. Within these standards and limited only by budgetary considerations, materials will be acquired to meet the needs and interests of the Roxbury community. Selection criteria may include, but are not limited to inclusion in best seller lists (e.g., The New York Times or Billboard magazine) or review publications (e.g. Booklist, Publisher's Weekly, or Rolling Stone), local demand, awards, reputation of the author or creator, availability of other material on the same topic in different formats, depth and scope of coverage, and accuracy of the information.

Juvenile and Young Adult materials are selected with the same care and judgment as adult materials. The Library accepts and recognizes that it is the role of the parent, and not library staff, to supervise the reading materials of a child. Library staff cannot be responsible for withholding materials from particular children.

Electronic materials, including databases, internet resources and tools, ebooks, and downloadable or streaming music and video are selected according to this policy.

Although no categories of materials are generally excluded, textbooks are not ordinarily purchased except where material on a given topic is otherwise unavailable.

Except in the field of local history, materials found to be outdated, obsolete, seldom used, or beyond reasonable repair will be systematically removed.

Gift materials are reviewed using the same criteria as purchased materials. When considering these materials, the Library will also take into account processing costs, availability of shelf space, and the materials' condition. The Library reserves the right to dispose of any gift materials given to the Library.

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Page 2 of 2

Gifts and bequests of money may be restricted to the acquisition of specific types of materials, subject to the criteria specified in this policy.

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the criteria set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents; no library materials will be sequestered.

Patrons who wish to request that an item be removed, relocated, labeled, or restricted from the collection may follow the procedure below.

Procedure for Reconsideration of Materials

1. Complainant may complete and submit to the Library Director a *Request for Reconsideration of Library Materials* form. Use one form for each item.
2. Meet with the Library Director and the Librarian in charge of the collection in which the item in question resides.
3. If agreement is not reached, the request may be submitted in writing not less than one week prior to a scheduled meeting of the Board of Trustees.
4. The Board of Trustees will review the communications and decisions, consult with the Library Director, discuss the issues raised, and respond to the patron upon completion of the review process.

Repeated or redundant requests for reconsideration will not be considered. If the Library Director determines a request to be redundant, he/she will notify the complainant that the items in question have already undergone a thorough review and reconsideration, and will not be reevaluated.