

Materials Selection

Objective

The materials selection policy guides library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights, The Freedom to Read Statement, and the Free Access to Libraries for Minors Statement have been endorsed by the Booth & Dimock Memorial Library Association Board of Trustees and are integral to this policy. They can be found on pages 8-14 of the Policy Manual.

Responsibility for Selection

The ultimate responsibility for the selection of Library materials rests with the Library Director, who operates within the framework of the policies approved by the Board of Trustees. Duties in this regard are shared with librarians on staff; however, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item.

Selection Criteria

To build a collection of merit, materials are evaluated on one or more of the following criteria. Materials need not meet all to be acceptable:

- Current and potential relevance to the community
- Popular appeal/demand
- Authority, significance, competence, and purpose of the author, creator, publisher, or distributor
- Currency, clarity, and accuracy of information
- Awards and honors
- Consensus of reviews published by respected review sources
- Relevance to existing library holdings
- Representation of diverse points of view
- Availability of materials through inter-library loan
- Suitability of the physical form
- Accessibility and ease of use
- Budget and cost

Primary Review Sources

In making a selection decision, our Librarians primarily consult, but are not limited to, the following widely respected review sources:

- Library Journal
- School Library Journal
- Booklist
- Voice of Youth Advocates (VOYA)
- Kirkus
- Publisher's Weekly

- The New York Times Book Review
- NPR Book Review

Shelving Locations

Adult Collections: Ages 19+

Teen Collections: Grade 6 through Grade 12, or Age 12 through Age 18

Children's Collections: Birth through Grade 5 or Age 11, with a special subject collection for parents, caregivers, and teachers.

The following are factors used to determine where an item best fits within the Library's collections:

- Physical form
- Format
- Genre
- Reading level
- Publisher intended audience recommendations
- Professional reviewer age/grade recommendations
- Motion Picture Association of America, Entertainment Software Ratings Board, or another authority's rating
- Popular appeal/demand by a collection's intended audience

Age defined collections do not equate to a rating system or an age restriction. Any borrower of any age is welcome to select any item from any collection. Age defined collections are curated to include materials for everyone within its intended audience. This means that everyone within an audience can find something for them in their intended collection; however, this does not mean that everything in a collection will be for everyone within its audience. For example, while both are best fitting for the Children's Room, a book intended for fourth graders may not be the right selection for a toddler, and vice versa. Responsibility for the reading, listening, and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children.

Controversial Topics

A balanced collection attempts to represent all people and all subjects as far as availability of materials, space, and budget allow. Selection and placement in the collections is based upon criteria stated in this policy. The following does not cause an item to automatically be included or excluded from the Library's collection: race, religion, nationality, gender, sexuality, or political views of an author, creator, subject, or character; offensive language; depictions or description of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community.

The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to building a collection that serves the interests of the entire library

patron community. The Library's goal is always that everyone is able to find something here, not that everything will be for everyone.

Gifts

The library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the library book sale or other organizations. Refer to the Library's Gift Policy for more information.



Revised September 2023

Revised June 2022

Revised December 2021

Reviewed May 2003

Reviewed 1993

Adopted October 1991

Weeding/Collection Maintenance

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, condition, and availability of newer or more valid materials. Library staff will utilize professional tools and resources, including CREW (Continual Review Evaluation and Weeding) and MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, Elsewhere), to assist in collection maintenance. A regular schedule of evaluating sections of the collection will be followed to keep the collection in good physical condition, up to date, and relevant.



Revised June 2022
Reviewed May 2004
Reviewed May 1998

Materials Reconsideration Policy

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the United States Constitution and shall not be restricted or abridged based on the content or viewpoint expressed in the materials in the Booth & Dimock Memorial Library Collection.

Any Booth & Dimock Memorial Library patron may request that an item in the Library's collection be reconsidered as to its inclusion in the adult, young adult, or children's area by submitting a Request for Reconsideration form to library staff. Materials being reconsidered does not automatically cause an item to be removed from the collection.

Materials being reconsidered must have been read, viewed, or listened to in full by the patron. Reconsideration forms must be completed and signed by the patron in order to be valid, and will only be considered for Coventry residents. An item will only be reconsidered once in a twelve-month period. Only one form per household will be accepted at a time. Reconsideration may take up to six weeks to complete, during with time the material up for consideration will remain in circulation.



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**Booth & Dimock Memorial Library
Request for Reconsideration of Library Materials**

Contact Information

Name _____ Date _____

Are you a Coventry resident? Yes _____ No _____

Library Card Number _____

Address _____

Email _____ Phone _____

Material Information

Author _____

Title _____

Publisher _____

Do you represent:

 Yourself (name) _____

 An organization (name) _____

 Other group (name) _____

1. Have you read the entire book or viewed or listen to the entire medium? If not, what parts have you?

2. Have you read our Material Selection Policy? _____

3. To what do you object in the book or other medium and why? (Please be specific; cite pages or part of the medium.

4. For what age group would you recommend the book or medium? _____

5. Do you feel that there is any merit to the book or medium? _____

6. Are you aware of the judgment of this material by literary and educational professional critics? _____

7. What do you believe is the theme of this material? _____

8. What would you like this library to do about this material?

_____ Do not lend it to my child

_____ Withdraw it from all children as well as from my child

_____ Have it re-evaluated by the Librarian

_____ Other _____

9. In its place, what work would you recommend? _____

Notice that all Request for Reconsideration submissions will be forward to the American Library Association and Connecticut Library Association Intellectual Freedom Committees.

Date _____

Signature _____

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Revised July 2022

