

## MATERIALS SELECTION

The purpose of the Thomas Ford Memorial Library is to provide current library materials that reflect the interest of patrons it serves. Recreational, cultural, informational and educational books, recordings, pamphlets, periodicals, computer discs and other materials, in both print and electronic format, are selected to insure they meet the needs of all segments of the community. Reviews from up-to-date and authoritative sources will be used to select materials in all areas.

### 5.1 Selection Responsibility

The Library Board of Trustees has the ultimate authority for selection of materials; this responsibility is delegated to the Head Librarian. In the purchase of materials that deal with controversial subjects the library will strive to honor all points of view. The tenets set forth in the Library Bill of Rights, the Freedom to Read statement, and the Freedom to View statement adopted by the American Library Association (all attached) shall be followed.

### 5.2 Elimination of Materials

In order to maintain an up-to-date collection, worn and obsolete materials will be withdrawn except those retained for reference or for historical purposes. TFML has established collection maintenance guidelines which are used by the staff to help make decisions regarding weeding the collection. Included in these guidelines is a suggested schedule to ensure that all materials are systematically evaluated. A copy of these guidelines is available upon request.

### 5.3 Gifts and Donations

Gifts and donations accepted by the library shall be subject to review by the Board of Trustees. They will be added to the collection or disposed of at the direction of the Library Director.

### 5.4 Unique Collections

Unique collections of materials may be selectively accumulated as deemed appropriate to the mission of the library. A current example of a unique collection in the Thomas Ford Memorial Library is a collection of plays that will be enlarged as time and resources permit.

### 5.5 Complaints

Complaints regarding library materials must be submitted in writing on the form provided by the Library (Request for Review by the Board Form, attached). These complaints are referred to and are reviewed by the Library Board as appropriate within 30 days of receiving the completed form. Complainants will be notified in writing of the Boards' decision. The library shall resist abridgment of free expression and free access to ideas. The responsibility for the reading of children rests with their parents and the selection of materials will not be inhibited by the possibility that they may inadvertently come into the possession of children.

### 5.6 Textbooks

Textbooks will not be acquired except as such materials serve the general public.

### 5.7 Youth Services

The Youth Services Department of the Thomas Ford Memorial Library is dedicated to providing materials which meet the informational and recreational reading needs of children up to the age of twelve and which stimulate young peoples' curiosities regarding the world around them. Materials are also purchased in the field of child development for use by parents, teachers, and caregivers.

#### Attachments:

1. Library Bill of Rights
2. Freedom to Read Statement
3. Freedom to View Statement
4. Request for Review by the Board Form

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