

MATERIALS SELECTION

Objectives of the Library

The Board of Trustees of the Hampton Bays Library, recognizing the diverse nature of the community and the varied backgrounds and needs of all citizens, affirms as a matter of material selection policy that:

1. Library materials should be selected for values of interest, information, recreation and enlightenment of all the people of the community.
2. In no instance should any material be excluded because of the race, nationality, or religious views of the creator. It is the obligation of the Library to provide material representing all points of views concerning the problems and issues of our time – international, national and local.
3. Material of sound factual authority shall not be removed from the Library shelves because of partisan or doctrinal disapproval.
4. All material shall be judged as a whole. No work shall be judged for exclusion by taking single passages out of context and basing condemnation of that material on such lifted passages.
5. The Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject materials of which one does not approve; one cannot exercise this right of censorship to restrict the freedom of others to read, listen, or view materials.
6. The Board of Trustees supports the principles of the Library Bill of Rights, and the Freedom to Read and Freedom to View Statements, adopted by the American Library Association. (See Addendum C, D and E for ALA statements)

Responsibility for Materials Selection

Per library policy, the Director, or an employee designated by the Director, has authority and responsibility for the selection of library resources. Under the Director's direction, the professional staff who are qualified for this activity due to education, training, and experience will make informed decisions in order to build and maintain broad and well-rounded collections.

Staff members and library users are encouraged to participate by suggesting titles for possible purchase.

Gifts of books and other materials will be subject to the same criteria described above.

Staff will decide on a case-by-case basis regarding the replacement of lost or damaged materials.

Criteria for Selection

The library's collections will be built to meet the needs and interests of the community. The librarians and staff select library materials. Competent reviewing resources and basic lists of standard works are consulted as aids in selection.

All library materials must meet the following criteria:

- Current usefulness or permanent value
- Authority and competence in presentation
- Importance as a record of the times
- Relation to the existing collection
- Relative importance in comparison with other works on the subject
- Acceptable standards of quality in content, format and binding

Upon written request, the library will review its decisions regarding specific materials. A Request for Reconsideration of Material Form is available at the circulation desk.

Scope of Collection

The library draws upon the collections and resources of neighboring libraries through the Suffolk Cooperative Library System to supplement its own resources. Interlibrary loan is used to secure from other libraries those specialized materials which are beyond the scope of the library's collection. The library, except in subject areas where material in another form is not conveniently available, does not ordinarily purchase textbooks. The library acknowledges a particular interest in local history and in the works of local authors. The library will, however, apply the same standards of selection to the works of local authors as it does to other library materials.

Gifts of Library Material

The library accepts gifts of books and other materials with the understanding that it will evaluate them in accordance with the criteria applied to purchased materials. The library will give materials it does not need to the book sale of the Friends of the Hampton Bays Public Library. When the library receives a memorial gift for the purchase of reading or similar materials, a librarian and/or department head will select material according to any requested criteria.

Donations of print and non-print materials may be accepted and integrated into existing collections based upon the same criteria applied to library-purchased materials. These materials must be in good physical condition. Generally, the Library does not accept encyclopedias or magazines. The Library shall be the sole determiner as to classification, shelving, access, location, and disposal of such materials. Donations placed in the library collection shall be discarded in the same manner as library-purchased items.

When memorial donations for the purchase of circulating materials are given, it is to be expected that the item shall remain on the shelf for a minimum of **five** years. At the end of **five** years, if the item has not circulated or has low circulation statistics, it is up to the discretion of the Library whether to retain the item.

Gifts and donations shall not be accepted unless given to the Library without restriction. Once accepted, gifts and donations become the unrestricted property of Hampton Bays Public Library and as such may be utilized, sold, or disposed of in the best interest of the Library. The Library will not notify donors of withdrawal or replacement of gifted items.

Maintaining the Collection

The same criteria will be used in weeding materials from the collection as are used in their acquisition. In order to maintain the collection in its most useful and attractive condition, a librarian and/or department head will use his/her judgment in removing from the collection materials that are no longer useful, or are not in a condition suitable for circulation. He/she will see to the repair of materials as appropriate.

RECONSIDERATION OF LIBRARY MATERIALS

The use of library materials by patrons is an individual matter. While a person may reject materials for himself/herself, he/she/they, may not seek to effectively exercise censorship to restrict access to materials by others.

Individuals who reside in the Hampton Bays Public Library District may formally question the appropriateness of a particular item in the Library's collection through the submission of a Request for Reconsideration of Library Material form (SEE ADDENDUM B), available at the circulation and adult reference desks.

The following procedures have been developed to assure that objections or complaints are processed in an objective and consistent manner:

- The patron making the request for reconsideration must complete a Request for Reconsideration of Library Material form. (See Addendum)
- Patrons submitting a Request for Reconsideration of Library Material Form MUST have read the entire book.
- A request for reconsideration will be referred to a committee consisting of the Library Director and at least two professionals on the Library staff of the director's choosing, who possess knowledge of the disputed item.
- The committee will reconsider the item in question referring to the Materials Selection Policy and reviews from recognized sources. They will then recommend one of several actions:
 - retain the material
 - retain the material but move it to another location or
 - withdraw the material.
- The Library Director will review the recommendation of the Review Committee and then communicate to the patron the Director's determination.
- The Director will keep the Board of Trustees informed of the receipt of the Reconsideration of Library Material form, the committee's recommendation and the Director's determination. If so desired, the patron may appeal the Director's determination in writing to the Hampton Bays Public Library Board of Trustees.

CENSORSHIP

The Hampton Bays Public Library has adopted the Library Bill of Rights, The Freedom to Read, and the Freedom to View Statements (SEE ADDENDUMS C, D AND E) as approved by the American Library Association. (See Addendum) The Library recognizes that many materials are controversial and that any given item may offend some patrons.

Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to the building of the collection and to serving the diverse interest of the community.

The Library recognizes that censorship is a purely individual matter and declares that while anyone is free to reject for him/herself any library material which he/she does not approve of, he/she cannot exercise this individual right of censorship to restrict from others the freedom to read or view.

The responsibility for the reading or use of library materials by children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that books may inadvertently come into the possession of children.

Material Selection Policy – Approved by the Board October 8, 2024