

East Granby Public Library

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Materials Selection Policy

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 East Granby Public Library Association Board of Directors and are integral to this policy.

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 Directors. Duties in this regard are shared with the Youth Services Librarian 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:

- The New York Times Book Review
- New York Times Bestseller List
- NPR Book Review
- Book Page
- Goodreads
- American Booksellers Association – Indie Best Seller Lists

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
- MPAA, ESRB, 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 their 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 a fourth grader and a toddler are best suited to the Children's Room, a book intended for fourth graders may not be the right selection for a toddler, and vice versa.

Controversial Topics

A balanced collection attempts to represent all people and all subjects as far as the availability of materials, space, and budget allows. Selection and placement in the collections are based on the criteria stated in this policy. The 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 does not cause an item to automatically be included or excluded from the Library's collection.

The Library's collection may contain materials that some find objectionable and may omit from the collection materials that some feel are important. The Library's goal is always that everyone can find something here, not that everything will be for everyone.