

Adopted and Revised January 20, 2016
Policy 5.0

MATERIALS SELECTION POLICY

PURPOSE

The purpose of the Maywood Public Library District is to acquire, organize, and preserve a balanced collection of educational, technological, and recreational books and materials of various other formats to serve the library patrons and all the residents of Maywood.

AUTHORITY AND RESPONSIBILITY FOR THE SELECTION OF MATERIALS

The Library Board of Directors delegates responsibility for the selection of materials to the Library Administrator who will operate within the framework of policies determined by the Board. Professional staff may participate in selection under the direction and as delegated by the Administrator. Every consideration will be given to suggestions made by patrons.

SELECTION CRITERIA

Goal of the library is to have a balanced collection of excellence and lasting value as well as a selection of current and popular interest. Materials will be selected considering the needs and interest of the community, budgetary constraints, space, existing holdings and availability from other sources. An up-to-date reference section is of first priority and it is important to have access to any current or past information about the Maywood community.

Particular attention and every attempt is to be made to acquire and hold permanently and for perpetuity any and all materials regarding the history of Maywood and its citizens, copies of works by any local authors, and the existing collection of High School year books.

COLLECTION MAINTENANCE

The local history collection is unique and should be regarded as special and permanent and every effort made to preserve it in a professional manner. Materials in the main library collection that are obsolete, worn, or unused may be deleted. Popular or important materials that are lost or damaged will be replaced if possible.

GIFTS

Gifts of books and other materials are accepted with the understanding that they may be used as the librarian sees fit and in accordance with the needs and space limitations of the library. The same criteria of selection will be used as for purchased items. Gifts of historic or current Maywood interest should be added to

the local history collection. The library cannot provide evaluations of gifts but a letter from the library indicating receipt of a gift may be sent if the donor requests it. Unused gifts may be offered for sale by the library.

INTELLECTUAL FREEDOM

The Maywood Library Board of Directors supports in full the precepts of the Freedom to Read Statement and the Library Bill of Rights of the American Library Association.