# Trustee Approved 11/20/17

# Underwood Memorial Library Materials Selection Policy

The purpose of the Underwood Memorial Library materials selection policy is to guide the librarians and to inform the public about the principles in the selection of materials. A policy cannot replace the judgment of the librarian, but the statement of goals and boundaries will assist in choosing from the wide variety of available materials.

Materials selection seeks to maintain a balanced collection of materials that satisfies the educational, informational and recreational needs of our community. The library will not attempt to collect scholarly materials, rare books or manuscripts.

The Underwood Memorial Library endorses the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement as written and adopted by the American Library Association.

Responsibility for material selection lies with the Library Director and reviewed by the chairman of the trustee board or their delegate of proxy. Patron suggestions are accepted and given consideration with the general criteria of the materials selection policy. Unusual problems or deviation from the policy will be referred to the library trustee board.

Materials of contemporary significance and of permanent value are the primary objectives of book selection. The Library will always have a sense of responsibility to both the present and the future in adding materials that enrich the collections and maintain an overall balance. The Library also recognizes its duty to make available materials for the information and recreation needs of our community even though these materials may not have an enduring interest or value.

**Patron Input Regarding the Collection**

Underwood memorial Library welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition should fill out a Request form.

The Library realizes that many books are controversial and that any item could offend some patrons. Selections will be made on the merits of the entire work and not on the basis of a particular passage.

Parents and legal guardians are responsible for their children’s reading. Selection will not be limited by the possibility that adult books may be read by children. Children’s books will be selected with the age and education level of the children in mind.