



Materials Selection Policy

Effective Date: January 01, 2007

I. POLICY OVERVIEW/DESCRIPTION

The purpose of this Materials Selection Policy is to articulate the collection goals and objectives of the Kellogg-Hubbard Library. The Kellogg-Hubbard Library selects, purchases, and provides free access to diverse materials in multiple formats.

II. RESPONSIBILITY FOR SELECTION

The Library Director oversees the selection of materials for the collection, with input from other library staff. Suggestions from patrons and community members are welcomed and will be subject to the library's selection criteria listed below. Gifts and donations will also be reviewed using these criteria.

III. REFERENCES

If the policy includes references to other documents, or citations from professional resources, include them here.

IV. OBJECTIVES OF THE LIBRARY'S COLLECTIONS

The Library strives to meet the educational, recreational, cultural, and information needs of community members through maintaining a comprehensive and diverse collection of materials in multiple formats. Collection decisions encourage freedom of expression by representing varied viewpoints. The Library also strives to reflect the unique communities it serves through a commitment to materials with local interest and a representation of local and Vermont authors.

V. COLLECTION METHODS AND CRITERIA

- The following criteria are considered when selecting materials:
- reviews from professional journals, websites, popular magazines and newspapers
- expressed or anticipated patron demand
- timeliness or permanence of the material
- quality, accuracy or authenticity of materials
- inclusion of materials in a special bibliography or index
- scope and depth of our present collection or the availability of materials at other libraries in the area
- reputation or authority of the author or publisher

- format and price of material as well as space available to house it
- appropriateness to the interests and skills of the intended user No single criterion is used to justify a purchase; all the criteria are considered in reaching a decision.
- Relevance to the needs and interest of the community
- Local significance of the author or subject.

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VI. MAINTAINING THE COLLECTION

The collection is assessed continuously to ensure that materials are accurate, useful, current, and in good shape. The decision to withdraw materials is made by the Library Director taking into account these factors as well as space considerations.

VII. CHILDREN'S ACCESS TO LIBRARY MATERIALS

The Kellogg-Hubbard Library makes a broad selection of library materials and information available for everyone, including children and teenagers. Decisions about what materials are suitable for particular children should be made by the people who know them best -- their parents or guardians. The Library will not exclude access to materials based on age.

VIII. REQUEST FOR RECONSIDERATION OF MATERIALS

If a member of the community questions the appropriateness of a particular item in the collection, a discussion with the Library Director is welcomed. If a discussion does not meet the individual's needs, a Request for Reconsideration form can be requested from the staff. The Library Director will consider each request relative to the criteria in this policy, also considering the principles of the ALA Library Bill of Rights, the Challenged Materials interpretation of the Library Bill of Rights, printed reviews, staff input and other appropriate sources. The Library Director will respond to the individual making the request in a timely manner. In the event that the individual making the request is not satisfied with the response, an appeal can be made to the Board of Trustees, which will consider the request and response and make a final decision.

Related Document: *Request for Reconsideration Form*

IX. RELATED AMERICAN LIBRARY ASSOCIATION (ALA) DOCUMENTS

- Freedom to Read (ALA) Library Bill of Rights (ALA)
- Diversity in Collection Development (ALA)
- Free Access to Libraries for Minors (ALA)
- Freedom to View (ALA)

X. REVISION HISTORY POLICY MANUAL

| Date | Revision # | Modification |
|------------|------------|--|
| 2021-06-16 | 4.0 | Request for Reconsideration Form Added. Minor updates. |
| 2020-3-18 | 3.0 | Job titles changes to reflect administrative structure |

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| 2017-07-19 | 2.0 | Minor revision to reflect the change of job title from "Library Director" to "Director of Library Services" |
| 2015-10-16 | 1.0 | Policy revised for length and clarity |
| 2007-01-01 | 0.0 | New policy approved by Kellogg-Hubbard Library Board of Trustees |



Kellogg-Hubbard Library Request for Reconsideration of Library Materials

The Board of Trustees of the Kellogg-Hubbard Library has delegated the responsibility for selection and evaluation of library materials to the Library Director. The first step in requesting reconsideration of library materials is to submit this completed form to the Library Director, who will evaluate it and respond in a timely manner.

What kind of material are you commenting on? (e.g. book, video, magazine, pamphlet, etc.)

Please provide the following information on this material:

Title:

Author:

Copyright date:

Publisher/Producer:

Request initiated by:

Name:

Address:

Phone:

E-mail:

Do you represent self? _____ Organization _____

Please describe what you find objectionable and why: (Please be as specific as possible, objectionable passages, etc.)

Have you read, viewed or listened to the entire work? Yes/No

If not, what parts are you familiar with?

What would you like the library to do about this material?

Discard from collection ____ Re-shelve in another location ____

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

We appreciate your concerns and welcome your comments. Please indicate if you would like a written response.

Return to Library Director, Kellogg-Hubbard Library, 135 Main St., Montpelier, VT 05602