

REVISION

Hagaman Memorial Library Materials Selection and Access Policy

Mission Statement

The Hagaman Memorial Library is the center for community enrichment and as such it seeks to provide information, resources and programs for lifelong learning as well as to improve to the quality of life of East Haven residents by providing a top notch collection of materials in multiple formats, current technology, and cultural opportunities.

Introduction

The Hagaman Memorial Library provides public library service to people of all ages with differing interests and concerns. This policy sets guidelines used by the Library for the selection, access and placement of books, nonprint formats and other materials in its collection.

General Selection Factors

Four factors govern the selection of materials for the library:

1. The needs of the individual and the community – those which are expressed and those which are basic and universal, whether expressed or not.
2. The individual merit of each work.
3. The Library – its existing collection, budget and services.
4. Adherence to American Library Association's *Freedom to Read Statement and Library Bill of Rights*. (see attached)

Principles of Selection

1. The Hagaman Memorial Library obtains, organizes and makes available materials which record the thought, expression, knowledge and opinion of all peoples, which provide information about one's work, community, the world, and one's place in it, and which serve the recreational needs of the community.
2. Materials must be measured by a number of criteria. The basic test for selection of any item is whether it is of proven or potential interest to the community. Secondary considerations include:
 - a. availability and cost of item
 - b. amount of similar material already in the collection
 - c. extent to which the materials may be available elsewhere in the community or in the Bibliomation library consortium.
 - d. physical format of the material
 - e. attention by critics and/or reviewers
 - f. local interest or demand
3. In choosing materials to suit a variety of tastes, differing viewpoints are included. The Library recognizes that some materials chosen may be offensive, shocking or of no interest to some library users, but may be meaningful and significant to others. It is understood and emphasized that the library does not endorse opinions expressed in the materials that are collected.

Responsibility for Selection

1. The ultimate responsibility for materials selection rests with the Director.
2. The initial responsibility for materials selection lies with the Library's professional staff, who operate within the areas of service to adults, young adults and children. All staff members and members of the general public may recommend material for selection consideration.
3. Professional staff of the Library, in making selections, does so in a manner based on principle rather than personal opinion, reason rather than prejudice, and judgement rather than censorship. Selection is inclusive rather than exclusive. Variety and balance of opinion are sought whenever available.

Access to Library Materials

1. The Library provides free access to a variety of materials, including but not limited to books, magazines, newspapers, online databases, sound recordings (spoken word and music in cassette and compact disk formats), video recordings, DVDs and CD-ROMS. Open access for all users is provided and all materials are made as accessible as possible.
2. The Library does not act as a censor of the reading, viewing or listening of any member of the community. The Library recognizes the importance in a democratic society of allowing individuals to form their own opinions on issues and therefore acquires materials of a controversial nature.
3. A work will not be excluded from the Library's collection solely because it represents a particular aspect of life, because of frankness of expression or because it is controversial. It will be evaluated as a complete work and not on the basis of a particular passage or passages.
4. Responsibility for the reading, viewing or listening of minors rests with their parents or legal guardians. Selection of materials is not restricted by the possibility that these materials may come into the possession of minors. The Library does not act *in loco parentis*.

Placement of Library Materials.

1. Placement of materials within the Library is a professional decision. Criteria for placement include:
 - a. age level
 - b. assigned subject classification
 - c. physical format
 - d. susceptibility to loss or damage
 - e. rarity or cost
2. The Library labels the materials for placement only, not to predispose the user for or against materials.
3. The Library considers the various components of its collections to be elements of one unified collection. In general, the Library does not maintain special interest collections that are separate and apart from the collection as a whole.
4. Materials may be put in the non-circulating reference collection because of cost, format, comprehensiveness, high use or high theft rate.

Withdrawal of Materials

An attractive up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Items are withdrawn from the collection after consideration of these factors:

- Physical condition
- Currency of information
- Lack of use
- Superseded by new edition or better work on the subject

Gifts

Donations of materials or funds to enrich the Library collection are welcome. Donated items must meet the same selection criteria as purchased materials. All gifts are evaluated by library staff as to format, condition, quality and content. No conditions may be placed on gifts by the donor. Materials not added to the collection will be given to the Friends of the Library Book Sale or disposed of by other means. Funds may be donated for the purchase of materials; however library staff selects the material. The Library reserves the right to make the final decision on the use or disposition of gifts of materials.

Requests for Consideration

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for

reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner. Note that once an item has been approved for purchase, based on the selection policy, it will not be automatically removed upon request. Further, library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

❖ **Procedures Followed for Reconsideration of Library Materials**

- **Library users who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled “Request for Reconsideration of Library Material.”**
- **Upon receipt of a formal, written request, the Director will establish a process to evaluate and decide upon a request for reconsideration submitted by a person. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration in a timely manner. The Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.**
- **In the event that the person who initiated the request is not satisfied with the decision of the Director, she/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at a hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Hagan Memorial Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.**
- **Materials Reconsideration Request Form is on the next page.**

Approved by Board of Trustees, January 17, 2002

Revised by Board of Trustees, July 17, 2014

Revised by Board of Trustees, March 16, 2017

**Hagaman Memorial Library
Request for Reconsideration of Library Material Form**

Name _____ Date _____

Address _____

Phone _____ E-mail _____

Author _____

Title _____

Call Number _____

Book Sound Recording Magazine Video Other

Why do you feel this item should not be in the collection? Attach additional sheets if necessary.

Did you read, hear, or view the item in its entirety? ____ Yes ____ No

What specific pages or section of the item illustrate your point? Attach additional sheets if necessary.

Would you regard the item as appropriate for any age group? If so, which?

Other comments that would be helpful in reviewing and responding to this request? Attach additional sheets if necessary.
