



Reed Memorial Library

Policy on Materials Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the Director must answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

“Materials” for the purpose of this policy means materials in a variety of formats including but not limited to print, audio, visual, and electronic.

Selection of materials is based on a knowledge of the nature and special characteristics of both the local community and of Putnam County.

The collection should include materials of both permanent value and current general interest on international, national and local levels. Some materials may be acquired primarily on the basis of their artistic merit, scholarship or educational interests of the community. Materials for a wide variety of ages, educational levels and interests will be included.

Criteria for selection include:

Timeliness

Effective expression and artistic excellence

Evaluations in professionally recognized critical guides

Significance of subject

Educational and information value

Representation of various points of view

Availability of material elsewhere

Funds and space

The Library does not necessarily exclude books that are biased, partisan, or which may offend the tastes of some citizens for reasons of frankness of vocabulary or description, unless these books are also below our accepted standards of selection. A balanced collection will represent several points of view on a subject, even those that might be considered extreme. The purchase of any item by the Library does not constitute an endorsement of views expressed.

Anyone is free to reject for themselves materials of which they do not approve, but they may not restrict the freedom of others to read or inquire. Responsibility for the reading/viewing/listening of material of children and adolescents rests solely with their

parent or legal guardian. The Library does not stand *in loco parentis*. Library materials should be of sound factual authority and will not be removed from Library shelves because of partisan or doctrinal disapproval. Anyone requesting the removal of material from the library's collection must follow the procedure outlined on the Comment on Material Form. The Reed Memorial Library supports both the Library Bill of Rights and the Freedom to Read statements, both of which are included as part of this policy statement.

Gift materials will be judged by the same standards that apply to purchased materials (See Policy on Gifts).

The collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are worn, outdated, or no longer in demand.

Comment on Library Materials

Patrons who would like to comment on the presence of certain materials in the collection may submit a Comment on Library Materials form to the library Board of Trustees. The submitter must be properly identified on the form and be a resident of the library's chartered service area. The form must be completed in full. The Board will consider the comments at the meeting of the board following the receipt of the form and respond to the submitter within ninety days of that meeting.

APPROVED BY THE BOARD OF TRUSTEES: March 2, 2015,
Reaffirmed December 1, 2021

Comment on Library Material Form

If you would like to comment on the presence of certain materials in the library's collection please complete this form in full and submit it to Board of Trustees, Reed Memorial Library, 1733 Route 6, Carmel, NY 10512.

The Library Board will consider comments made by properly identified residents of the library's chartered service area. The form must be completed in full. The Board will consider the submitted comments at the meeting of the board following the receipt of the form and respond to the submitter within ninety days of that meeting.

Title: _____

Author: _____

Type of material: _____

Name of person submitting comment: _____

Address: _____

Telephone Number/E-mail Address: _____

Person represents self? Y N

Person Represents group? Y N

If yes, please name the group: _____

Have year read/heard/seen the material in its entirety? Y N

Comments: _____

Signature: _____ Date: _____