

Material Selection Policy

General material selection guidelines (guiding principles)

The guiding principles of this material selection policy are informed by two sources. First, the policy is guided by the mission statement of the New Woodstock Free Library, which is “to provide free, unrestricted access to publicly available library and information resources, so that opportunities for personal growth and enrichment are available to all.” Second, the Library follows the principles of the American Library Association who, in their [Freedom to Read](#) statement, declare the importance of libraries making available “the widest diversity of views and expressions” and encourage the provision of resources that “enrich the quality and diversity of thought and expression” in supplying materials for patron use. As a result, the Library is committed to providing our community with a diverse and accessible collection of free resources that will fulfill the needs of all its members, regardless of age, race, sex, nationality, belief system, educational background, disability status, sexual orientation, or gender identity.

Selection guidelines

Our material selection criteria are based on the following considerations:

- Does its purchase fit within budgetary constraints?
- How many other copies of the resource are owned by other members of the MidYork Library System (MYLS)?
- Is there room for it on library shelves?
- Is it relevant to the needs of the community?
- Is it (or its creator) popular, either generally or within a specific community segment?
- Does it (or its creator) have ties to the local area or local history?
- Does it provide timely, authoritative, and accurate information?
- Has it received positive reviews from industry publications?
- Has it won notable awards?
- Does the author or publisher have a reputation for excellence in their field?
- Is the quality or physical format appropriate for a library environment?
- Will it contribute to the diversity of the collection?

The sources that may be consulted for book reviews include, but are not limited to:

- *Booklist*
- *Kirkus*
- *Library Journal*
- *Publishers Weekly*
- *School Library Journal*
- *VOYA Magazine*
- *We Need Diverse Books*

Responsibility for collection development

The Library Director will have final responsibility for the selection of library materials. However, various staff members will play a role in choosing resources, based on their areas of

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responsibility and expertise. We also welcome patron input, though we do not guarantee that every resource suggested will be obtained.

Deselection (deaccession) policy

At times it may become necessary to remove certain items from the library collection in order to keep it fresh, timely, and to make room for new items. An audit will be conducted every 2-3 years to determine what materials are no longer serving the goals of the collection. Books will be deselected based on the following criteria:

- Items from the circulating collection which have not been checked out in 5 years or more, unless there is a compelling reason to keep them. Consideration as to availability of item elsewhere in the MYLS will be applied.
- Items which have become so damaged as to no longer be useable or repairable. Efforts will be made replace popular items with new, undamaged copies if the items cannot be repaired.
- Items which are out-of-date or contain information that is no longer considered factually correct. Efforts will be made to replace popular items with new editions containing up-to-date, accurate information.

Items removed from the collection may be given away or discarded, depending on their condition.

Reconsideration of library materials

It is the right of library patrons to express their opinions about items contained in the library's collection. Should a patron wish to request that a resource be removed from the library, they will be asked to completely fill out and return to the library a Reconsideration of Library Materials form, which will be forwarded to the Library Director. Patrons will receive a response to their request from the Library Director within 3-4 weeks of the submission of the form. During this time, the item being reconsidered will remain on the library shelves.

Approved by the Library Board of Trustees on January 5, 2021.