

The Hudson Library and Historical Society

MATERIAL SELECTION POLICY

11/2013

I. Statement of Policy:

The Hudson Library and Historical Society strives to inform, enlighten and empower every person in our community. The Library and its Board of Trustees upholds the democratic right of all individuals to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen and view the full range of published thoughts and ideas.

To support these ideals, the Hudson Library and Historical Society offers a collection of resources which is diverse, inclusive and protected by the First Amendment of the United States Constitution. The Library strives to meet the current requirements of the community as well as anticipate future needs. The Library Board endorses the American Library Association's Bill of Rights and all interpretations pertinent to the selection and use of library resources.

II. Responsibility for Selection:

Though the overall responsibility for the collection rests with the Library's executive leadership, the responsibility for selecting and retaining materials is delegated in part to qualified and knowledgeable staff who employ the criteria outlined in this policy.

III. Objectives of the Library's Collection:

- To promote literacy and support lifelong learning (including supplementing formal study)
- To assist in developing the skills and abilities needed for economic success (including career development, job-related skills and new business creation)
- To support the educational, civic and cultural needs of the Hudson community
- To provide materials that entertain and enhance our users' enjoyment of life
- To provide access to a wide variety of opinions on matters of current interest
- To maintain a virtual collection of resources that is available 24 hours a day, seven days a week

IV. Methods and Criteria of Selection:

Libraries have the responsibility to be inclusive, not exclusive in selection, and therefore efforts are made to represent the widest possible diversity of views. Materials are selected based on some/all of the criteria listed below:

- Public interest or demand
- Relevance to the Hudson community
- Relation to the Library's existing collection and other resources on the subject
- The circulation of similar materials
- Enduring value
- Readability and style
- Cost and availability
- Reviews in the professional and popular media
- Professional or literary reputation of the author, publisher, director, producer or artist
- Creative, literary or technical quality
- Treatment of the subject for the intended audience
- Representation of various points of view, which are of current interest and possible future significance
- Currency of information

V. Collection Maintenance and Evaluation:

Library materials are constantly being reviewed to assess their physical condition, accuracy, currency of information, usage and value within the context of the broader Library collection. The withdrawal of materials from the Library collection is therefore a necessary process conducted by knowledgeable staff to maintain the collections vitality, size and scope.

VI. Formats:

The Library purchases many types of materials in varying formats including:

- Books
- Magazines and newspapers
- Audiovisual resources
- E-books
- Electronic databases
- Downloadable products
- Microforms

VII. Replacements:

Materials missing or withdrawn from the Library's collection are not automatically replaced.

The decision to replace items rests on the following criteria:

- Availability of other copies in the collection
- Public interest
- Adequacy of coverage of subject matter
- Cost/availability

VIII. Community Suggestions for Purchase:

Library users are encouraged to request the purchase of particular items. These suggestions are used to help the Library develop collections which serve the interest and needs of the community. Suggested items are not automatically added to the collection, but are subject to the same criteria as other materials. Budget and space constraints may also be taken into consideration.

IX. Gifts and Donations:

The Hudson Library and Historical Society accepts gifts for the Library's collection that fall within needed categories as determined by library staff. Donated resources must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the donated resources. Exceptions may be made at the discretion of the Executive Director.
- The Library makes the final decision on the use, distribution or other disposition of the items.
- Donated materials should be in excellent condition

X. Reconsideration of Materials:

If a community member raises a query about the appropriateness of a particular library resource in the collection, library staff will attempt to resolve the inquiry through a review process. If the individual questioning the resource is unsatisfied with this first-step response, they may elect to submit a *Request of Reconsideration of Library Material* form (available at public service desks).

The Library's Material Review Committee (made up of selected department heads) will consider each request within the context of the selection criteria outlined above along with the principles outlined in the ALA Library Bill of Rights, printed reviews of that resource and other appropriate sources. The Material Review Committee will provide a timely, considered response to every request for reconsideration. Appeal of the committee's decision may be made in writing to the Library's Executive Director. The final responsibility for material reconsideration rests with the Executive Director of the Hudson Library.