

# Material Selection Policy

## Policy Statement

The Dobbs Ferry Public Library provides free services to all individuals in the community. It is the Library's objective to provide access to materials to aid the public in the pursuit of information which will inform, entertain, and enrich the mind and spirit. These materials include books, periodicals, newspapers, audio and video recordings, and other forms of electronic media.

The goal of the Library Board is to build a diversified collection of physical and digital materials, which supports the [library's mission](#) to be a responsive and accessible library that reflects the diversity of the Village.

## Principles for Selection

The authority and responsibility for the selection of library materials is delegated from the Library's Board of Trustees to the Library Director and under their supervision, to the professional staff who are qualified to conduct such selection by reason of education, training and experience.

Materials are added to the Library's collection based on the following criteria:

1. Present and potential relevance to community needs.
2. Contemporary significance or permanent value, accuracy and authority of author.
3. Relation to existing collection and other materials on subject.
4. Availability and accessibility of the same material in the local area.
5. Suitability of subject and style for intended audience.
6. Attention given by critics, reviewers and the public.
7. Availability and suitability of format.
8. Suitability of physical form for library use.

## Children's Materials

The Library provides books and materials for children and young adults which are suitable for these age groups. Whenever possible, these collections are separate from the adult collection and are clearly labeled. The Library does not deny or limit access to any item because of content or style. Responsibility for the materials that children select rests with their parents and legal guardians.

Since the Library has access to the resources of the Westchester Library System, we do not acquire highly specialized or technical materials, which can be obtained through interlibrary loan.

The Library works cooperatively with schools to supplement and enhance their collections. The major function of the school library is to furnish curriculum-related materials. The public library seeks to provide a more comprehensive collection.

## **Weeding**

Selected materials are regularly assessed for their condition, accuracy, currency, and performance within the context of the library collection. The "weeding" of materials from the collection is a formal process conducted by knowledgeable staff. Materials no longer useful to the Library may be given to other libraries or sold for the benefit of the Library. This statement of policy will be revised as times and circumstances require.

## **Reconsideration of Materials**

The Library recognizes that certain materials are controversial and may offend some users. As detailed in the "Principles for Selection", materials are selected based upon several factors including the merits of the works in relation to the Library's stated goal of building and enhancing a collection that serves the diverse interests of the community. The choice of library materials by a library user is an individual matter. While a person may reject materials for oneself, he or she may not restrict others' access to those materials.

Accordingly, once an item has been accepted under the Materials Selection Policy, it will not be removed at the request of those who disagree with its inclusion unless it can be shown that retention of the item would be in violation of this Policy by following the procedure enumerated below. This procedure has been developed to assure that the requests of those who disagree with the inclusion of specific items in the collection are handled in an attentive and consistent manner.

The procedure for the reconsideration of library materials is as follows:

1. The library user must complete the Reconsideration of Library Materials Form and submit it to the Library Director. A separate Reconsideration of Library Materials Form must be filled out for each item. Complainants must live in the Village of Dobbs Ferry and hold a Dobbs Ferry Public Library card. This request may not be submitted anonymously.
2. The Reconsideration of Library Materials Form will be submitted to the Library Director.
3. The Director will reconsider the item using the general criteria of the Materials Selection Policy and will review from recognized sources, and then make a written decision, responding within 5 business days.
4. The Director will inform the Library Board of Trustees of their decision.
5. An appeal of this decision may be made to the Library Board of Trustees. Such appeal shall not exceed two pages and should include copies of the original Reconsideration of Library Materials Form and the Director's written recommendation. The Library Board will reconsider the decision based on whether or not the particular item conforms to the Board-approved Materials Selection Policy. The individual may also request that the matter be addressed at the next regularly scheduled Board of Trustees meeting. The Board of Trustees shall then make the final determination of the matter, notifying the library user in writing of this action, in a timely manner.
6. The completed decision on reconsideration of a specific title shall remain in effect for three years.
7. During the review process, the materials in question will continue to be available to Library patrons.

The Dobbs Ferry Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the Library collection that have been previously determined to be in non-compliance with local laws.

Adopted by the Library Board of Trustees 11/30/22

## Reconsideration of Library Materials Form Printable

### Your Info:

Library Card #	
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Full Name	
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Address	
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Contact (email or phone)	
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### Material Info:

Name of item	
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Author, Artist (Director or Producer)	
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Material Format (circle all that apply)	Book / CD / DVD / Audiobook / eBook / eAudiobook
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Did you read, view or listen to the entire work? (Circle One)	Yes / No
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What are your concerns (what do you object to)?	
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What do you feel might result of reading, viewing or listening to this item?	
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Is there anything good about the material?	
Are you aware of the judgment from professional reviewers on this item?	
What brought this title to your attention?	
Proposed action	