

Hicksville Public Library
Policy Concerning Selection and Evaluation
of Books and Other Library Materials
Adopted by the Board of Trustees, October 18, 1967
Revised February 17, 1993

GENERAL SELECTION POLICY STATEMENT

It is the responsibility and objective of the Hicksville Public Library to provide circulating materials and reference service to meet the needs of the residents of the community. The library supports and adheres to the book selection principles of the American Library Association's "Library Bill of Rights " (adopted by the Board of Trustees December 17, 1958), which holds that the purpose of the selection process is to obtain quality books and other materials to further the library's program of giving information, reference assistance and help to those engaged in educational pursuits as well as provide books and related library materials for the enjoyment and enrichment of leisure time.

The most important considerations in the selection of books and other materials for the library's various collections are the needs of the residents served and the general aspects of the community as a whole. The Hicksville community contains residents of various nationalities, races and religions with diverse cultural and educational backgrounds. In order to effectively serve a community of this variety, the Hicksville Public Library maintains a collection which is broad in subjects and comprehensive in viewpoints, with a wide latitude of reading levels. Each potential addition to the collection is considered in terms of its value to the collection and the audience for whom it is intended. The reading and language abilities of the residents of the community served by the library are also taken into consideration.

The library Board of Trustees supports the American Library Association (ALA) Library Bill of rights, ALA's Freedom to Read Statement, ALA's Free Access to Libraries for Minors, ALA's Evaluating Library Collections and ALA's Diversity in Collection Development.

RESPONSIBILITY FOR SELECTION

The ultimate responsibility for book selection and collection development is reserved for the Library Director. The responsibility for the selection and evaluation of books and other library materials is delegated to the professional staff of reference librarians who bring to the selection process trained judgment, knowledge of the library's present resources and acquaintance with the needs of the community.

In evaluating books and other library materials for purchase, the professional staff makes skilled use of selection aids such as basic general lists, current subject bibliographies and standard reviewing journals. In addition, special requests or recommendations for purchase of a particular item are always accepted for consideration.

ADULT COLLECTION; CRITERIA FOR THE SELECTION OF BOOKS AND LIBRARY MATERIALS

NON-FICTION

1. Although a variety of criteria for selection is used for each subject, the final decision to purchase a book or other item is based on the value of the material to the library and its users. These standards apply equally to materials purchased and those accepted as gifts.
2. In addition to books, other library materials to be selected and evaluated include, but are not limited to financial services, database services, large print items, atlases, periodicals, newspapers, pamphlets, maps, music scores, recordings, compact discs, cassettes, video cassettes and films.
3. All non-fiction titles are selected on the basis of the content as a whole and without regard to the personal history, beliefs or philosophy of the author.
4. Each non-fiction title is judged individually. The general criteria applied in selecting a book are as follows:
 - a. The literary, educational, informational and recreational value of a book or other library material.
 - b. The authority of the author.

- c. The effectiveness of the presentation.
 - d. The reader interest in the subject of the book.
 - e. The quality of writing and the reading level of the item under consideration.
 - f. The need for the book or other item in an organized collection.
 - g. The funds available for purchasing the item and the existence of space to store or shelve it.
5. Some materials may be evaluated primarily in terms of artistic, reference or research value, while other items may be selected to satisfy recreational and entertainment needs.
 6. Different viewpoints on controversial issues will be acquired by the library. Variety and balance of opinion are sought whenever available.
 7. The Hicksville Public Library supports the "American Library Association Statement on Labeling" and will not indicate, through the use of labels or other devices, particular philosophies outlined in a book.

FICTION

1. The library will consider all the important works of fiction, since tastes and opinion concerning fiction vary greatly. The library will consider for purchase any type, style and category of fiction.
2. If there is a considerable demand for a novel that does not meet the usual standards of quality, it may be purchased in very limited quantities.
3. Recognizing that comparatively few novels will achieve lasting distinction, the library will attempt to satisfy temporary high demand by subscription to a rental service.
4. Contemporary and popular authors are included, as well as those who have demonstrated enduring worth.

YOUNG ADULT COLLECTION

The ultimate aim of the Young Adult book collection is to contribute to the development of well-rounded citizens. To this end, readable adult titles are selected that are geared toward the young adult's needs and interests. Books and other materials that will open new interests in cultural, economic and social fields are also emphasized, as well as new career and occupational materials. Current fiction books by notable Young Adult authors are included in the Young Adult collection.

Some titles included in the Young Adult collection are written specifically for the teenager. Children's titles are occasionally duplicated and included in this collection. Since young adults vary widely in ability and background, the books selected for them will of necessity vary in content and reading difficulty, but all titles are purchased in the hope that they will lead to continued reading in adult fields on as high a level as possible for each individual. The same basic criteria used for the selection and evaluation of adult books are used for the Young Adult collection.

CHILDREN'S COLLECTION

The basic policy of book selection for children is to choose the best new books and to replace and duplicate the older titles which have proved their worth. The selection includes books for recreational reading, inspirational books of lasting value, and books of information covering a wide range of knowledge that will satisfy the child's natural curiosity and widen his/her interests. All books for children should be authentic in fact and feeling, straightforward in presentation, unbiased in point of view and within the child's ability to comprehend.

In order to recognize these qualities, the children's librarian utilizes her professional training and experience, her knowledge of children's books and the opinions of qualified reviewers.

SELECTION AND EVALUATION OF REFERENCE SOURCES

The reference collection of the library is of primary importance to providing good library service to the Hicksville community. The development and expansion of the reference collection is based on the goals and objectives of the Hicksville Public Library:

1. To answer the information needs of the library patrons
2. To facilitate access to the library's collection
3. To provide guidance to information resources beyond the library collection

The librarians have the responsibility for selecting reference materials and providing reference service. As new sources arrive in the reference department, either for approval before purchasing or as a new acquisition, librarians evaluate and examine the material using the same basic criteria that is used for the evaluation and selection of non-fiction books. However, there are additional factors which are considered when deciding if a book or other material will be placed in the reference collection of the library:

1. Usefulness in answering reference questions as judged by the experience of the reference staff. The usefulness of a work depends on the library's patron needs.
2. Depth of coverage. Emphasis in selection will be given to books and other materials whose purpose is to introduce subjects using brief discussions rather than great detail (examples: encyclopedias, yearbooks, handbooks, etc.).
3. Local needs. The recurrence of certain types of questions requires placing appropriate materials in the collection (examples: local environmental impact reports, local business information and reports, statistics, etc.)
4. Format. A large number of works are placed in the reference collection because they answer questions of fact and are not designed to be read in their entirety (examples: almanacs, dictionaries, atlases, books of mathematical tables, statistical materials, telephone books, etc.)
5. Frequency of use. Some materials are in heavy demand and although available for circulation, additional copies can be found in the reference collection (examples: road map, travel guides, area handbooks, stamp catalogs, etc.)

RECONSIDERATION OF BOOKS AND OTHER MATERIALS IN THE LIBRARY'S COLLECTION

Recognizing that a particular item placed in or removed from the library's collection can result in complaints from the public who may not understand the reason why certain items have been included or excluded, the library has developed a procedure for the reconsideration of a book or any other material.

1. Any patron has the right to question the purchase or removal of an item for the library collection.
2. Residents of the community may register their criticism with the director of the library.
3. It is suggested that criticism or complaints be presented in writing. The statement must include specific information as to the author, title and page number of each item to which an objection is being made. For convenience, a form will be provided by the library.
4. The statement should be signed and identification given which will allow proper reply by the director to be made.
- 5, The Hicksville Public Library Board of Trustees supports the American Library Association's "Library Bill of Rights" concerning Challenged Materials.

HICKSVILLE PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____ Book _____ Periodical _____ Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

Telephone _____

1. To what in the work do you object? (Please be specific. Cite pages _____)

2. Did you read the entire work? _____ What parts? _____

3. What do you feel might be the result of reading this work? _____

4. What do you believe is the theme of this work? _____

5. Are you aware of judgments of this work by literary critics? _____

6. In its place, what work would you recommend? _____

Signature _____

Date _____

