



Materials Selection Policy

PURPOSE

The purpose of the Dunedin Public Library Materials Selection Policy is to guide library staff in the selection of physical and virtual materials and to inform the public about the principles upon which selections are made.

RESPONSIBILITY

Responsibility for the selection of materials rests with the Library Management Team and members of the professional staff.

SELECTION CRITERIA

In selecting materials for purchase, the staff consults reviews in professionally recognized periodicals and in bibliographies of notable books. Recommendations from specialists in specific subject areas may also be used. Suggestions from library patrons are encouraged and considered in the selection process.

The selection of materials, whether purchased or donated, is guided by the following factors:

- Relevance to community interests and needs
- Currency of information
- Cost and availability
- Suitability of format for library purposes
- Enhancement of existing library collection
- Publicity, critically reviewed and current or anticipated demand
- Diversity of our community
- Authority and qualifications of the author, artist, publisher or producer

The Library acknowledges a particular interest in local and state history; however, it is not a depository for archival materials. The Library is not under any obligation to add to its collection everything about Florida, Pinellas County and Dunedin.

The Library acknowledges the purpose of educational and literacy materials for students of all ages. The Library does not purchase text books. Educational materials are purchased that foster lifelong learning.

Materials selection will also include consideration of the needs of the homebound and people with special needs. The Library will purchase materials in large print, audio and electronic format.

GIFTS AND MEMORIALS

Gifts of materials are gratefully accepted with the understanding that they may be used or disposed of as the Library determines is appropriate. Materials acquired in this manner are subject to the same basic standards of selection as purchased materials and follow the guidelines set forth in the Donation Policy.

- The Library cannot appraise the value of gift materials or sign any form regarding their value. However, the Library will give a receipt showing how many items were donated.
- Special book plates may be used, but the Library will not place gifts on separate shelves or in permanent exhibits. Except for temporary exhibit purposes, the Library will not accept responsibility for the storage of historical documents or objects owned or controlled by groups or individuals.
- Monetary donations are accepted for the purchase of memorial books “In memory of” the individual named by the donor. A book plate may be placed in the front of the book listing the name of the person for whom the book is given, the donor’s name, and date.
- Restricted gifts and bequests will adhere to Donation Policy. Monetary bequests will follow directives set out in the will or estate.

COLLECTION MAINTENANCE

The Library keeps its collection up to date and useful by continuously withdrawing those works which are worn, outdated or no longer in demand. The Library will repair materials when possible. Materials withdrawn from the collection may be sold in the Dunedin Friends of the Library book sales, donated or recycled.

FREE AND OPEN ACCESS

The Library considers the reading, listening and viewing of Library materials to be an individual matter. Individuals are free to reject materials for themselves. However, they cannot impose censorship to restrict access to the materials by others.

The Dunedin Public Library subscribes to the principles set forth in the American Library Association’s publications, the Library Bill of Rights and the Freedom to Read.

The Library Staff will not, either directly or indirectly, restrict access to any materials. The addition of an item in the collection does not indicate an endorsement by the Library.

Responsibility for the reading, listening and viewing of Library materials by children rests with their parents or legal guardians.

RECONSIDERATION OF LIBRARY MATERIALS

Patrons are encouraged to bring concerns or questions to the Library Management Team regarding Library materials. If a formal process is requested, patrons will be provided with a “Request for Reconsideration of Library Materials” form to complete and sign.

Upon receipt of this written request, the Library Director and professional staff selectors will make a decision regarding the materials. The Director will communicate this decision, and the reasons for it, in writing to the patron who initiated the request. The Director will inform the City Manager of all requests for reconsideration of Library materials and their disposition. If the patron desires further action, a written appeal may be made to the Library Advisory Committee. After reviewing the recommendation of the Library Advisory Committee, the Library Director will make the final decision and notify the patron in writing of the decision.

Materials subject to complaint shall not be removed from use pending the final decision.

APPENDICES

- I. Library Donation Policy
- II. Library Bill of Rights
- III. Freedom to Read
- IV. Request for Reconsideration of Library Materials

07/15/2015	Approved by Library Management Team
09/28/2015	Approved by the Library Advisory Committee
09/30/015	Approved by City Manager, Rob Dispirito