

## **Book and Library Materials Selection Policy**

The purpose of the Whitehall Township Public Library (WTPL), as a community information center, is to provide various media for the educational, informational, and recreational needs of the people being served. In order to achieve this purpose, print and non-print materials will be made available both from the Library's collection and by the Lehigh-Carbon Library Cooperative.

Selection of all materials rests with the Library Director and their designees in accordance with the following policy.

### Scope of the Collection

Whitehall Township Public Library selects, organizes and makes available a collection of user-focused materials to meet the wide variety of needs and interests of residents of all ages. Collections are current and popular, and titles and quantities are selected to reflect the characteristics of the community and provide general coverage of subjects. Online resources will satisfy general information inquiries.

### Collection Development and Management Criteria

Material selectors use their knowledge, education, training, expertise, and the following criteria when making collection building decisions. A selection need not meet all criteria:

- Need for material in relation to existing collection
- Community interests
- Timeliness of material
- Author's reputation as an authority and/or ability as a writer
- Accuracy of information
- Type of material and format
- Price
- Permanent value to collection

Gifts, donations, and self-published/self-produced materials may be considered using the same selection criteria listed above.

### Basis for Withdrawal

The collection is reviewed on an ongoing basis and materials are withdrawn from the collection to maintain its usefulness, currency, and relevance. Materials to be withdrawn include those that are in poor condition, out of date, unnecessary duplicates, lost and paid, lack of use, and those that no longer meet the materials selection policy.

### Intellectual Freedom

The public library is an instrument of democracy, encouraging an informed citizenry by providing an impartial environment and offering free access to ideas. WTPL supports the rights of individuals to secure information, even when the content may be controversial, unorthodox, or unacceptable to others. The Library upholds the principles found in the American Library Association's "Freedom to Read Statement", "Freedom to View" and "Library Bill of Rights".

The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered. Only individuals can determine what is most appropriate for their needs and can define what material is consistent with their personal or family values. Library users may not restrict the freedom of others to read, view, or hear what they desire. The responsibility for children's use of library materials rests with their parents or legal guardians.

Individuals wishing to question materials in the collection or those excluded from it should first have a conversation with a library supervisor. If the concern cannot be addressed to the customer's satisfaction, the patron may submit a Request for Reconsideration form to be provided to the Library Director.

Approved by The Board of Trustees: April 14, 2022