



# Library Materials Selection Policy

## Philosophy of Selection

As noted in our mission statement, the Palmyra Community Library celebrates lifelong learning and fosters community connections through creative educational and cultural experiences offered in a safe, welcoming environment.

To this end materials available at the Palmyra Community Library present a diversity of viewpoints and experiences, enabling the members of our community to make the informed choices necessary in a democratic society. The Palmyra Community Library recognizes that confidential and unrestricted access to information is essential for our community members to exercise their rights as citizens. While anyone is free to select or reject materials for themselves, the freedom of others to read and inquire cannot be restricted.

The Palmyra Community Library will not attempt to collect scholarly material, rare books, or manuscripts.

The PCL Board endorses the following statements adopted by the American Library Association:

- Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>
- Freedom to Read Statement: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- Diverse Collections: An Interpretation of the Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

The Library does not stand in loco parentis. Parents and guardians have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children. Any limitation to minors' access to library materials and services violates Article V of the Library Bill of Rights, which states that "The rights of an individual to use the Library should not be denied or abridged because of age...."

### **The purpose of the Collection is to provide information for:**

1. Keeping abreast of current events
2. Supporting the educational needs of the community
3. Learning about the past
4. Forming an opinion on controversial topics
5. Providing diverse viewpoints on any given topic
6. Developing skills & interests
7. Inspiring creative development and personal growth
8. Developing cultural and aesthetic appreciation



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### Responsibility for Selection

The responsibility for the selection of library materials rests with the Library Director with input from the library staff. Most, but not all materials will be selected based on:

- Collection needs
- Relevancy
- Budgetary constraints
- Materials timeliness
- Relation to the current collection, and other materials on the subject
- Potential user appeal
- Requests by library patrons

### Collection Maintenance

All collection materials will be re-evaluated at regular intervals using standard professional criteria, including:

- Circulation frequency
- Relevancy
- Inaccurate content or outdated consensus of the field
- Physical condition (worn, damaged, etc.)
- Excess copies
- Degree of lasting interest

Materials that are removed from the collection may be donated to the Friends of the Palmyra Community Library for their used book sale or shared with other libraries.

- Donations determined to not be included in the library's collection may be given to Friends of the Library for their used book sales.

### Local History

The library recognizes its obligation to provide material related to the history and heritage of Palmyra, but the library should not attempt to duplicate the work of the Town Historian or Historic Palmyra.

### Reconsideration of PCL Materials

PCL welcomes input from the public regarding the contents of the collection. Suggestions for purchase will be considered in accordance with the selection policy.

Patrons wishing to express concerns about materials already in the collection will be invited to discuss their concerns informally with the appropriate staff or the Library Director. If a patron wishes to file a formal complaint, he or she may submit a Request for Reconsideration of Library Materials Form to the Library Director. The Library Director will write a response to the individual. The Library Bill of Rights, Freedom to Read Statement, reviews of the item or other relevant documents will be attached as deemed necessary.



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Should the patron wish to pursue the matter further, the patron may ask that the Director bring the matter before the Palmyra Community Library Board. The Board will consider the completed form and the Director's response to the concern at the next regular Board meeting and will render a decision as to appropriate action. This decision will be final and will be conveyed in writing to the patron.

Please note that if you wish to remain anonymous, we will not be able to provide you with a follow-up response.

Adopted: May 14, 2009.

Reviewed: Nov. 19, 2019

Amended: September 19, 2024