

POLICY FOR THE SELECTION OF MATERIALS AND MAINTENANCE OF COLLECTION

The Beverly Public Library endorses the Library Bill of Rights and Freedom to Read Statements of the American Library Association as herein appended. In essence, these statements endorse freedom of access to information and literary materials, with limits set only by budgetary restraints and the criteria of selection as follows:

1. Contemporary significance or current usefulness or interest.
2. Authority and competence of presentation.
3. Importance as an historical record or of permanent value.
4. Relevance to existing collection.
5. Request from users of the library (however, textbooks will not be purchased per se, and will be included in the collection only if this is the only source of information on a topic of general interest).
6. Physical quality of format and binding.
7. Presentation of all views on controversial issues.
8. Balance of special group interest with general demand.
9. Cost in relation to the individual title and to the overall collection.
10. Selection of materials for the adult collection on the basis of adult needs (selection will not be restricted by the possibility that children may obtain material their parents consider inappropriate).
11. Selection of materials on the basis of recommendations of accepted established review sources such as **Library Journal, Publishers' Weekly, New York Times, Kirkus**, etc.
12. Weeding and discarding of materials from the collection on a systematic basis (this function is necessitated by limitations of space, obsolescence of material, lack of use over extended period of time, physical condition of the item, and acquisition of new materials; the same criteria that are applied to the purchase of new books will be applied to the discarding and weeding of books).
13. Requests from patrons to withdraw materials from the collection are to be made in writing and to be evaluated within the context of the Freedom to Read Statement and Library Bill of Rights.

14. Priority of the collection of the Main Library in the acquisition of materials (exceptions may be made for materials especially suited for the Farms Branch or the Bookmobile).

CHILDREN'S / YOUNG ADULT COLLECTIONS

Responsibility for the reading of children rests with their parents, therefore, parents are advised to particularly note the suitability of books for each child.

Materials will be chosen for children on the basis of recommendations by recognized authorities in the field of children's literature; specific review sources such as **The Bulletin of the Center for Children's Books, School Library Journal, Horn Book**, etc. The materials will attempt to satisfy the child's horizons and interests. The library will provide supplementary materials, which enrich the resources available to children, but no materials which are strictly curriculum related, and belong within the province of the schools. Specific requests for books and other materials by children and adults will be honored when the requested item will add to the strength of the collection, and when the budget permits. The same criteria of service and selection stated in the library's service goals apply to children and young adults.

GIFTS

The library appreciates gifts and accepts them with the following provisos:

1. That the same criteria apply to the incorporation of gifts into the collection as the selection of books and other library materials.
2. The library reserves the right to administer gifts with a view to the best interests of the library.
3. The library will not become a depository or custodian for materials of great monetary or historical value.

EXHIBITS

The library encourages displays and exhibits, but assumes no responsibility for restitution in case of damage or theft.

RESPONSIBILITY

These policies for library service and selection of materials have been formulated by the Board of Trustees of the Beverly Public Library. The Board delegates the Director to act as its agent in the administration and implementation of said policies.

Approved by the Board of Trustees: January 22, 2013