

Materials Selection Policy

Approved by the Library Board of Trustees 4/13/ 2017

VISION STATEMENT

The slogan of our library is “Cornerstone of the Community.” The library strives to be an integral and vibrant center for our community. The Jesse M. Smith Memorial Library will continue to provide access to diverse materials, services and programs in an atmosphere which encourages the free flow of ideas to educate, entertain, enrich and inform the residents of the Town of Burrillville. The library will continue to serve as the community's principle resource for reference, and special emphasis will continue to be placed on supporting students at all academic levels and on stimulating the interests of young children to develop an appreciation for reading and learning. The library will continue to strive to acquire up to date technology that will allow patrons access to the latest in educational, informational and recreational services.

Mission Statement

The primary mission of the Jesse Smith Library is to serve as a full-service public library providing access to a wide variety of materials and services to meet the educational, informational and recreational needs of the community.

Community Profile

Burrillville is a rural/suburban community in the northwest corner of Rhode Island. Historically, it was an agricultural and textile manufacturing town consisting of 13 distinct villages, each of which grew up around its own mill. Today, Burrillville is primarily a “bedroom community” with the majority of residents employed outside of the town. There are some small manufacturing and service industries located within the town, but the town’s primary revenue source is residential taxes.

According to the 2010 census, Burrillville’s population is 15, 955. 97.1 percent of the population is white, and other groups are represented at ½ percent or less. 74.3 percent of the population is over 21. The median age is 42.4 years. The two largest population centers are the villages of Pascoag, which has historically been the commercial center, and Harrisville, which is the seat of local government.

76.5 percent of the population resides in owner-occupied housing. There are three major senior housing complexes and several nursing homes. Numerous rental housing units exist in town including a substantial number of units in the newly renovated Clocktower Apartment Complex which is part of the Stillwater Mill Center in which the library is located.

The town has many outdoor recreational facilities available to the public. Residents and visitors alike enjoy three state owned forest recreation areas, and numerous ponds and lakes that provide an abundance of fishing, boating, canoeing and swimming areas. The town also contains a bike/walking path, a skateboard park for local youth, two golf courses and a number of sports fields. The Town lacks other types of public and family entertainment facilities.

The library is located in the village of Harrisville. The library is on a main traffic route and within walking distance of the town’s high school, two elementary schools, the newly renovated Clocktower Apartment Complex and two major senior centers. The Harrisville Post Office, Town Hall and a community theatre

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are all proximate to the library. The library river walk, a performance area for community entertainments, connects with Harrisville Village's other park spaces creating a large public campus.

Objectives

The Jesse M. Smith Memorial Library provides free service to all individuals in the community, regardless of race, sex, gender, creed, ethnicity, age, occupation, background, views and social or financial position. Its purpose is to provide a center for reliable information and to make available a variety of materials to aid the individual in the pursuit of personal development, leisure activities, and education.

Responsibility for Materials Selection

Responsibility for selection of materials rests with the Director in accordance with policies adopted by the Board of Trustees, which holds ultimate responsibility.

Criteria for Selection

The collection will be built to reflect the needs and interests of patrons of all types within the community. Selection must not only meet the needs of regular library users but must anticipate the needs of future users.

Materials are selected by the Director and designated staff using competent reviewing media and lists of standard materials as aids. Recommendations from staff and the public are given serious consideration.

One or more of the following standards will be applied in selection of materials for inclusion in the collection:

1. Current usefulness or permanent value
2. Important of subject matter to the collection
3. Scarcity of material on the subject
4. Authority and competence in presentation
5. Importance as a record of the times/historic value
6. High standard of quality in content, format, and binding
7. Favorable reviews found in standard selection sources
8. High degree of potential user appeal
9. Price
10. Relevance and desirability by the community

Duplicate copies of material already in the collection may be purchased to meet heavy demand within constraints of the budget.

Selection Aids

The following resources shall be consulted when selecting materials, but selection is not limited to these listings and may change in accordance to what is available in the present and future:

- Library Journal
- Booklist
- School Library Journal

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Children's Department

The same principles which apply to selection for adults shall be applied for selection of materials for children. The Head Children's Librarian shall be primarily responsible for the development of the Children's collection. Recommendations for purchase will be presented to the Director for action.

Scope of Collection

The Library shall seek to maintain a comprehensive basic collection for immediate access by local patrons. However, the Library supports inter-library loan cooperation for materials and resources available outside of its scope and budget.

Special Collections

Local History

The Jesse M. Smith Memorial Library collects and maintains a wide range of materials relevant to the history of the town of Burrillville. The value of many of these materials is unmeasurable, and many resources date back 100 years or more.

The Library collects and accepts Local History materials related to the town of Burrillville as needed. Materials include, but are not limited to:

- Yearbooks
- Photographs
- Artifacts and memorabilia
- Fiction books and materials by local authors
- Reports and historic documents

Access to, and availability of, the Local History collection is outlined on our Local History Policy.

Donation of Materials

The Library accepts donations of materials such as books, and audiovisual media; however, the Library can only accept materials that meet certain standards that make the material useful to the Library, either as an addition to the circulating collection, or as a source of income.

For material to be accepted for inclusion in the Library's circulating collection, the subject matter must conform to the Library's Materials Selection Standards. Materials which do not conform, but which may be of interest to the general public, may be accepted for the inclusion in the Library's book sales. All donations are accepted solely at the discretion of the Director, and become property of the Library.

Donations to the library are tax deductible to the full extent of the law. The Library will provide the donor with an acknowledgement of the gift of those materials that are accepted to the Library, but Internal Revenue regulations prohibit the Library from providing an estimate of the value of the donated materials.

Books

Acceptable books must be in clean and readable condition, and of recent publication date or of historical interest. The book must be complete, without page defacements or tears, and the bindings must be sound. Books must also have the paper jacket intact unless they were published without a jacket.

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The Library does not accept books or materials that are dirty, moldy, odorous, musty, damaged, defaced, incomplete, or otherwise deemed unsuitable.

In addition, we do not accept the following print materials:

- Textbooks
- Reader's Digest Condensed Books
- Encyclopedia sets
- Computer/Technology books older than two years
- Abridged editions

Audiovisual

The library accepts movies, audio books, and music. These materials must be legally produced, clean, complete, in playable condition, and in the original packaging.

Materials in obsolete formats, such as VHS tapes or cassettes, will not be accepted.

Magazines

The Library does not accept back issues of magazines and periodicals. Exceptions are made for single issues of historic value.

Maintenance of the Collection

Deselection

In order to maintain an accurate, attractive, and up-to-date collection, the Director shall undertake a continuing program of weeding outdated, worn, or damaged materials and shall provide for the replacement or repair of materials which are lost or damaged, when appropriate.

Lost or Damaged Materials

Patrons shall be liable for the replacement costs of any material which is lost or damaged beyond reasonable repair while in their possession.

Policy and Procedure for Challenged Materials

Intellectual Freedom

It is a library's responsibility to resist censorship and provide materials and information that represent controversial issues and diverse viewpoints. The Library recognizes and upholds the American Library Association's *Library Bill of Rights* and the Freedom to Read and to View Statements. These documents assert that people have the right, protected by the First Amendment, to make use of whatever library materials they wish.

These rights stand regardless of the person's age. A child's parent or legal guardian is responsible for determining what he or she may read. Selection of materials for the Library's collections shall not be restricted by the possibility that children might obtain materials their parents could consider inappropriate.

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Use of Materials

Library materials are not marked or identified to show approval or disapproval of contents.

Reconsideration Procedure

The reconsideration procedure adheres to the following steps:

1. When an individual or group finds any material to be objectionable, the complaint shall be reported to the Director. The Director shall contact the complainant to discuss their objections and attempt to resolve it informally, by explaining the Library's philosophy and goals.
2. If the complaint cannot be resolved informally, the person or group shall be provided with a copy of the Library's Selection Policy, and asked to complete a Request for Re-evaluation Form detailing their objections. The completed form will be reviewed by the Director, who shall make a professional decision regarding the material's continuing inclusion in the collection. The decision will be reported to the Board of Trustees.
3. Should the complainant not be satisfied with the decision, they may request to appear before the Board of Trustees. The Trustees will investigate and recommend a course of action, consulting legal counsel as deemed appropriate. During this step, the incident will be reported to the Rhode Island Library Association's Intellectual Freedom Committee.

Revision of Policy

This policy shall be reviewed every five (5) years and revised as needed.