

MADISON HEIGHTS PUBLIC LIBRARY
MATERIALS SELECTION POLICY

I. GENERAL LIBRARY OBJECTIVES

The Madison Heights Public Library provides service to all individuals and groups in the community regardless of age, race, religion, or political belief.

The Library's chief objective is to select, organize, preserve, and to make freely and easily available to the people of the community books and other library materials, within the limitations of space and budget, which will aid them in business, the pursuit of education, information, research, recreation, and in the creative use of leisure time.

The Madison Heights Public Library is a repository for the free expression of individuals where residents of the community may come to examine, study, read, and evaluate all sides of issues. In its selection of books and other materials, the Library subscribes fully to the principles adopted in 1948 by the American Library Association in its Library Bill of Rights and endorses its stand that the freedom to read is essential to our democracy. The Library does not necessarily advocate the ideas found in its collection, nor does the presence of a book or any other material indicate an endorsement of its contents. It is the function and duty of the public library to provide the means, whenever possible, through which all persons may have free access to the greatest diversity of views and opinions.

II. CRITERIA OF SELECTION

- A. Within standards of purpose and quality, the library's collection will be built to meet the needs and interests of the community.
- B. Responsibility for the reading of children rests with their parents or legal guardians. Selection should not be inhibited by the possibility that library materials may inadvertently come into the possession of children.
- C. All materials must meet some of the following criteria:
 - 1. Contemporary significance or permanent value
 - 2. Accuracy
 - 3. Authority of author
 - 4. Price, format, ease of use
 - 5. Scarcity of information in subject area
 - 6. Popular demand - the Library should make available materials for enlightenment and recreation, even if not enduring in value, interest, or accuracy.
 - 7. Availability of material from other sources. Materials, particularly those of a highly technical nature, may be borrowed from area libraries by interlibrary loan.
- D. The Library does not attempt to acquire textbooks or other curriculum related materials except for those that serve the general public.
- E. Paperbacks are purchased for the following reasons:
 - 1. Title is out of print or unobtainable in another format

2. Title has not appeared in another edition
3. Title is in heavy demand for temporary current interest or information
4. Title is older and rarely used
5. Price

III. TECHNIQUES AND SELECTION AIDS

- A. Library Journal
- B. New York Times Book Review
- C. Publisher's Weekly
- D. Booklist
- E. Vertical File Index
- F. High Fidelity
- G. Stereo Review
- H. Science Books and Files
- I. Video Review

These are but a few of the sources used. Bibliographies and lists prepared by various libraries and subject authorities are checked.

IV. RESPONSIBILITY

The librarians of the Madison Heights Library are primarily responsible for the selection of items to be purchased and included in the Library's collection. Suggestions for inclusion from other Library staff and patrons are encouraged. The ultimate responsibility for book selection rests with the City Librarian who is responsible to the City Manager and the City Council.

V. MAINTENANCE OF COLLECTION

The discarding of materials is selection in reverse. In order to maintain the collection in its most attractive and useful condition, the librarians will use their judgement in removing from the collection materials which are no longer useful or contain obsolete information.

VI. GIFTS

Gifts of books and other materials are encouraged by the Library with the understanding that the Library may either add the gifts to the collection or may dispose of these books and related materials in any way the Librarian sees fit. Acceptance does not insure inclusion.

Funds are always welcome and the donor may recommend areas of interest and titles. The money and suggestions will be accepted only if they are in keeping with the Library's book selection policy.