

## **LIBRARY OBJECTIVES**

The Holliston Public Library provides free service to all individuals in the community. Its objectives include the provision of selected books and other materials, both print and non-print, to aid the individual in the pursuit of education, information, pleasure or research, and in the creative use of leisure time.

Basing its policy on the **Library Bill of Rights** and the **Freedom to Read statement** adopted by the American Library Association, the Holliston Public Library attempts within its limits of space and budget to provide materials representing all approaches to public issues of a controversial nature. The Library does not promulgate special beliefs or views nor is the selection of any given book/media an endorsement of the viewpoint expressed therein. The book selection policy recognizes a dual role in the selection process: the selection of titles of permanent value and the selection of titles that are more ephemeral. It recognizes that the collection should be built for the future and, at the same time, respond always to the current needs and interests of the community.

The Library provides service to all within the context of library objectives, regardless of race, creed, occupation, sexual orientation, or financial position.

## **RESPONSIBILITY FOR MATERIALS SELECTION**

Ultimate responsibility for materials selection lies with the Board of Trustees. The Board delegates to the Library Director the selection of materials and the development of the collection.

## **CRITERIA FOR SELECTION**

Standard selection tools, including respected professional journals such as Library Journal, Choice, and Booklist, will be used in the selection process. However, patron requests will be carefully considered and supplied wherever it is reasonable and financially possible to do so. The Library will review decisions regarding specific materials upon written request. A form for this purpose is available at the circulation desk.

Gifts will be accepted solely on the basis that the ultimate disposal of the gift will be at the discretion of the Librarian.

Selection, finally, will be founded in the needs, interests and demands of the community. Selection materials should meet such of the following criteria as are applicable in considering inclusion in the collection:

1. Current importance or permanent value.
2. Authority and competence of the author.
3. Importance as record of the time.
4. Need within the collection.
5. Availability of the materials elsewhere in the area.
6. High standard of quality in format, content and binding.
7. Popular demand.

## **USE OF THE LIBRARY'S MATERIALS**

The use of rare, scholarly items and of irreplaceable historical materials is controlled to the extent required to protect them from injury or theft.

## **SCOPE OF THE COLLECTION**

The Library seeks to draw upon the collections and resources of the Minuteman Library Network so as not to duplicate services and materials unnecessary. Interlibrary loan is used to secure from other libraries those specialized materials which are beyond the limits of the Library's collection. Textbooks are not ordinarily purchased by the Library except in subject areas where materials in another form are not easily available.

## **MAINTAINING THE COLLECTION**

The same criteria will be used in weeding materials from the collection as are used in their acquisition. In order to maintain the collection in its most attractive and useful condition, the Librarian will use her/his judgment in removing from the collection materials which are no longer useful, no longer in demand and/or are not in a condition suitable for circulation. The Librarian will refurbish by repair or rebinding wherever appropriate. This policy will be subject to periodic review as determined by the Trustees.

Revised 4/7/03