STATEMENT:
We believe that, in a free society, information on different points of view should be readily available to allow individuals to decide which ideas are meaningful to them. The public library is the institution which provides free access to these ideas. The needs, interests and points of view of this community range over the spectrum of all subjects inherent to contemporary society. The library, consequently, has the responsibility to provide a variety of materials which reflect diverse ideas and may contain controversial points of view. Materials are selected to reflect changes in educational, cultural and intellectual ideas and the impact of new technology. Since the library has a responsibility to protect the rights of all users, it does not limit the use of its collection. Library Staff may offer guidance in selection, but monitoring the reading, listening, and viewing of children is the responsibility of their parents or legal guardians.

The Apollo Memorial Library adheres to the principles of the Library Bill of Rights, the Freedom to View, and the Freedom to Read statements adopted by the American Library Association.

GENERAL OBJECTIVE:
The objective of the Apollo Memorial Library is to select, organize, and preserve, within the limitations of space and budget, books and other printed materials, audiobooks, DVD’s, and electronic media which will aid individuals in their cultural, educational, informational, professional, and recreational pursuits. We seek to promote endeavors which will stimulate and expand the reading interests of children and adults through cooperation with other educational, social, and cultural groups in the community.

COLLECTION DEVELOPMENT RESPONSIBILITY:
It is the responsibility of the Board of Trustees to establish a Collection Development Policy containing criteria for the selection of library materials and the development and maintenance of the collection. The Library Director is responsible to the Library Board for implementation of the Collection Development Policy. Each month, the Library Director will use available selection aids to develop and present to the Board of Directors a list of books that have been purchased. Ultimate responsibility for collection development lies with the Board of Trustees.

SELECTION OBJECTIVES:
In selecting any material, the library attempts to satisfy a public varying in formal education, social background and taste. The objectives of selection are to collect those books and other materials that will inform, entertain, and contribute to enrichment of mind and spirit. Every attempt is made to provide objective materials representing every possible point of view on controversial topics. Within standards of purpose and quality, the library’s collections will be built to meet the needs and interests of the community.

SELECTION GUIDELINES:
While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship, or the value of the materials to the informational needs of the community. In other instances, the criterion may be substantial demand or the general popularity of the material in question.
SELECTION GUIDELINES (CONTINUED):
It is the responsibility of the library to furnish supplementary materials for both formal and informal education and for self-development of the individual. In view of the fact that it is not the public library's responsibility to provide textbooks required for school or college courses, textbooks will not be purchased for the general collection, unless they are the best or only materials available in particular subject areas.

Competent reviewing media and basic lists of standard works will be consulted as an aid in selection. These include: the New York Times bestseller lists, Barnes and Nobles, Amazon, Vendor Book reviews, Library Journal book reviews, ALA website lists of Caldecott and Newbury and other award winners. Recommendations and requests from patrons shall be considered in accordance with the selection policy.

To build a diversified collection which supports the library's mission, every library material selected must meet such of the following criteria as are applicable to its inclusion in the collection:

1. Current usefulness or permanent value to the collection.
2. Authority and competence in presentation.
3. Importance as a record of the times.
4. Relation and value to existing collection.
5. Relative importance in comparison with other works on the subject.
6. High standards of quality, in content, format, and binding.
7. Suitability of subject, style and level for the intended audience.
8. Relevance to community needs.
9. Potential and/or known demand for the material.
10. Availability and suitability of format.
11. Cost and budget constraints.

The same criteria apply to purchased and donated materials.

ADULT FICTION:

Fiction selection involves choosing the most distinguished novels, as well as the most pleasing and readable works in all categories of fiction writing. The library, therefore, collects representative novels and short stories of the past and present, notable for literacy, quality, cultural value and popular demand. These selections include: historical and regional novels; character studies; biographical and psychological novels; satire and humor; mystery and suspense; romance; science fiction and fantasy; and western and adventure stories.

ADULT NON-FICTION:

Non-fiction selection involves choosing a wide variety of materials suited to the research and informational needs of a diverse population. Therefore, attention is paid to developing each section of the collection according to categories designated by the Dewey Decimal system. These categories include: generalities; philosophy and psychology; religion; social sciences; language; natural science and math; technology and applied sciences; the arts; literature and rhetoric; and geography and history.
JUVENILE FICTION AND NON-FICTION:
In the formative years of childhood, reading experiences and other visual and auditory experiences are strong influences. Therefore, the first objective in selecting juvenile materials is to encourage the child's joy in reading, viewing and listening. Materials should offer adventures of mind and spirit to the growing child, cultivating an appreciation of literature both oral and written and encouraging the creative use of leisure time by inquiring minds. Materials for juveniles should be selected with particular emphasis on: providing informational resources with unbiased points of view; recognizing various levels of comprehension; offering an opportunity to learn about other cultures and times in order to help develop insights and understanding; and considering the recreational interest of the child and promoting a positive view of reading and the library.

Materials of use and value to parents, teachers and other adults working with children are made available in the children's room.

The library accepts as its responsibility the provision of supplementary materials of varied kinds to enrich the resources available to the individual student and teacher, rather than the provision of basic texts or materials needed in quantity for school work. Teachers are requested to make suggestions in this area.

YOUNG ADULT MATERIALS:
The guidelines followed for the selection of young adult material are the same as those used for the selection of adult materials, taking into consideration the unique interests, needs, and reading abilities of the intended audience.

LARGE PRINT MATERIALS:
The guidelines for selection of large print materials mirror those used for the selection of adult fiction and non-fiction, taking into consideration the unique interests and needs of an older adult audience.

REFERENCE MATERIALS:
Factors considered in the selection of reference materials are: authority, reliability, scope, treatment, arrangement, format, cost, age and condition of existing holdings, and general availability through electronic and other means.

PERIODICALS:
Basic popular and general informational magazines are selected to supplement the print collection, and bring existing information up to date.

Newspapers are selected to meet reference and research needs of patrons, to provide current information, and to satisfy casual interest in current events. Local and national newspapers are supplied upon sufficient demand and within budget and space limitation.

NON-PRINT MATERIALS:
The library recognizes the importance of non-print materials both as a supplement to the print collection and to its concept of service. A collection of adult and juvenile media and audiobooks are available to borrow. Gifts are acceptable if they are suitable for the collection.
SPECIAL COLLECTIONS:
From time to time, the Apollo Memorial Library may establish a special collection on a temporary basis or as a permanent collection. A special collection may be developed to meet a particular need in the community or may be established to provide a comprehensive collection of works deemed necessary to address a topic in greater detail. The rules governing the purchasing of books and materials for special collections will be the same as those applied to the general collection.

The library acknowledges a particular interest in local and state history and has therefore developed the Genealogy and Local History Department. Due to the research value and rarity of these materials, their use must be controlled to preserve them from harm.

INTERLIBRARY LOAN:
Because of space and budget constraints, the Library cannot provide every material requested. Therefore, the Library shall actively participate in the ACCESS Pennsylvania interlibrary loan system in order to provide patrons with requested materials which are beyond the scope of our library's collection.

GIFTS AND DONATIONS:
The library welcomes gifts from individuals and groups without commitment as to final disposition. The library reserves the right to make the final selection for any materials which will be added to the collection. The library also reserves the right to withdraw materials from the collection when they are no longer appropriate under the collection development policy.

Gifts of books and other materials accepted by the Apollo Memorial Library are judged upon the same basis as purchased materials. They are considered with the explicit understanding that factors such as duplication, lack of community interest, processing costs or inadequate shelf space may prevent their addition to the collection or permanent retention on the shelves. Gifts are accepted with the understanding that the library, if it cannot use them, may at any time discard them in any way that it sees fit.

The library accepts donations of adult and juvenile materials in good condition, including: fiction, non-fiction, biographies, paperback novels, CD's or DVD's, and recent video games (within 2 years). The library cannot accept donations of damaged, dirty, moldy, musty or damp materials of any type, prerecorded videotapes, audio cassettes, VHS tapes, Reader's Digest condensed books, Book Club editions, magazines, including National Geographic, textbooks, musical cassettes, CD-ROM's, old video games such as Nintendo, home recorded videos, or encyclopedia sets more than five years old at the time of donation. All donated materials may be disposed of at the discretion of the Library. Donations may be delivered to Library as scheduled with AML Staff.

When the library receives a cash gift for the purchase of memorial books or collections, book selection will be made by the Library Director. Donor selections will be reviewed by the Library Director. The name of the donor, and/or person memorialized will be entered on a bookplate.

By law, Library Staff cannot give appraisals of gifts and donations for tax purposes, but will provide donors with an acknowledgement of receipt of the items on request.
CENSORSHIP:
The Board of Directors recognizes censorship as a purely individual matter and believes each individual is free to accept or reject material on a personal basis. Censorship of books or other materials, urged or practiced by volunteer arbiters of morals or political opinion, or by organizations that would establish a coercive concept of any issue, will be opposed by the Board of Directors. No material shall be excluded on the basis of the race, nationality, political, social or religious views of the author. Materials of sound factual authority shall not be proscribed or removed from the library shelves because of partisan or doctrinal disapproval. The basis for selection shall be a positive one, and material will be objectively selected for what is good in it rather than rejected for what is bad in it. No books shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages. The Board of Directors emphasizes that the presence of any print or non-print material in the library does not indicate an endorsement of its contents by the Library Board or Staff. Patrons who object to the presence of specific materials in the Library should submit their complaint in writing on AML’s Reconsideration of Material Form. All requests for reconsideration will be presented to the Board of Directors by the Library Director at the next board meeting. The Board of Directors must approve or deny the request by a majority vote.

MATERIAL DESELECTION:
In order to maintain the collection in its most attractive and useful condition, the collection will be systematically and continuously weeded. The same criteria used for selection of materials will be applied to de-selection, however, care shall be taken to maintain a proper selection of great works of literature and local history books which cannot be replaced. The principles established in “CREW: A Weeding Manual for Modern Libraries” will be used to determine which materials are no longer useful or are not in a condition suitable for circulation. Experts in designated fields will be utilized whenever possible in the selection and de-selection of materials. Whenever appropriate, every effort will be made to refurbish, by repair or rebinding, useful materials which are damaged or deteriorated. Useful materials that are in disrepair, moldy, or damaged will be replaced if possible. Materials in good condition which are no longer of use to the library may be given to other libraries or sold for the benefit of the library.
RECONSIDERATION OF MATERIAL:
Our Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 18, 1948 and its subsequent amendments. This document reads, in part: “As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community.” We realize that everyone’s tastes are different, and that it is our responsibility to provide materials on a multitude of subjects and viewpoints, in many styles.

If you feel that a book or other item in our collection does not belong in the Library of a free society, we invite you to fill out the form on page 7 of this policy and leave it with one of the circulation desk staff. The staff member will see that it is given to the Library Director, who will be in touch with you regarding your request.

The Library Board considers all materials selected under the Collection Development policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

REVISION OF POLICY:
This policy will be revised as times and circumstances require.
Reconsideration of Material Form

Date ______________________

Title ________________________________________________________________

Author (if applicable): __________________________________________________

Format (Book, video, etc.) ______________________________________________

Publisher _____________________________________________________________

Your Name __________________________ Telephone Number __________________

Address __________________________________________________________________

Group you represent (if any) ______________________________________________

Did you examine the entire work? _____ If not, what parts? ______________________

________________________________________________________________________

What do you believe is the purpose of this material? ____________________________

________________________________________________________________________

Specifically, to what in the material do you object? _____________________________

________________________________________________________________________

Is there anything good or useful about this material? _____ If yes, what? ____________

________________________________________________________________________

Are you familiar with reviews of this publication? _____ If yes, please cite the sources__________

________________________________________________________________________

________________________________________________________________________

Signature/Date

Page 7 of 7
Adopted by the Board of Trustees Apollo Memorial Library
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