

THE  
HELEN KATE FURNESS  
FREE LIBRARY

100 N. Providence Road, Wallingford, PA 19086 · [www.hkflibrary.org](http://www.hkflibrary.org) · 610-566-9331

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## **Materials Selection and Access Policy**

The selection policy of the Helen Kate Furness Free Library supports the mission of the Library, to be a place in the neighborhood that brings lifelong learning, discovery, and joy to the community.

### **Intellectual Freedom**

The Helen Kate Furness Free Library adheres to the principles of the [Library Bill of Rights](#), the [Freedom to View Statement](#), and the [Freedom to Read Statement](#), adopted by the American Library Association.

In our society, the institution of the public library provides access to information, and supports the freedom of thoughts and ideas. Consequently, the library has the responsibility to take a thoughtful, expansive, and inclusionary approach to materials selection.

Selection of an item does not represent the Library's endorsement of any opinion, belief, philosophy, or precept. An item that meets selection criteria will not be removed from nor sequestered within the Library solely because it represents a particular opinion, belief, or philosophy.

### **Materials Selection**

All materials, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those that are appropriate and applicable.

### **The Library's Collection**

- The library will provide a collection that anticipates the informational, educational, cultural, and recreational needs of the community.
- The collection will include material on most subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community.
- Each type of material must be considered in terms of its own merit and considered as a whole, not by selected passages or portions.
- In order to develop and maintain a diverse collection, items that represent minority viewpoints, opinions and perspectives will be included.
- Library materials shall not be excluded because of the political, social or religious views of the author or artist.
- Additions to the collection are based on selection criteria regardless of the purchaser's personal taste.

### **The following characteristics will be considered when selecting items:**

- Meeting or anticipating the needs and interests of the community
- Recognition from reviews, media, and customers, as expressed through requests, suggestions, and use
- Contemporary significance

- Supplements, expands on, or supports the existing collection
- Authority, qualifications, or previous works of the author, artist, publisher, or producer
- Clarity, accuracy, and veracity of information
- Physical quality, availability, and format
- Suitability for intended audience
- Cost, availability, and space

### **Reviews**

Reviews in professionally recognized publications are a primary source for materials selection. Examples of such sources include *Library Journal*, *School Library Journal*, *Booklist*, *Library Reads*, *New York Times Book Review*, and *The Horn Book Magazine*. Other sources, including recommended title lists, bestseller lists, award winners, newspaper or magazine reviews, or expert recommendations may be used.

### **Replacement & Maintenance**

In order to keep the collection vital and useful, materials are continually assessed for condition, currency, accuracy, relevance, and performance. The library will regularly remove items from the collection that are worn, outdated, or no longer in demand.

### **Self Published Works**

While the Library welcomes submissions from self-published local authors, we purchase self-published books very selectively. We are most likely to purchase books of significant local interest or which have received media attention. Whether purchased or donated, self-published works will be evaluated based on the same selection criteria as all other materials.

When submitting a self-published work to the library, we request the following information:

- Author's credentials (particularly for non-fiction titles)
- A brief summary of the book's contents
- Why this book would be of interest to Helen Kate Furness Free Library patrons
- It is also very helpful to have one or more reviews from objective online or print sources (not paid or customer reviews).

### **Request for Reconsideration**

All requests for reconsideration must be made directly to the entity owning the title in question. The policies and procedures of the owning entity will govern any such request. Patrons may request ownership information of any item in the collection.

Patrons may request reconsideration of a particular item's inclusion in the Helen Kate Furness Free Library's collection by completing a Request for Reconsideration of Library Materials Form. Patrons who express concerns about the presence of an item in the collection are given serious consideration. Requests for reconsideration will be reviewed by the Library Director to determine if the item in question conforms to the standards of this policy. The Library Director will communicate this determination to the individual. If the patron is not satisfied with the Library Director's decision, they may make an appeal to the Library Board of Directors.