



S N O W
Library
Established 1877

SELECTION POLICY

PURPOSE:

The purposes of the Selection Policy are to guide the Library Director and library staff involved in materials selections and to inform the public about the principles and practices upon which selections are made.

SNOW LIBRARY MISSION STATEMENT:

The mission of Snow Library is to sustain and energize the intellectual, cultural, and social life of the community of Orleans.

In order to accomplish the above, Snow Library provides the following:

1. A vibrant and rich collection of materials in a variety of formats.
2. Means to access libraries and information regionally and throughout the world.
3. Enhancement of learning opportunities with respect for people of all ages in a welcoming environment.
4. Space for community meetings, exhibits and displays.
5. Encouragement of the love of reading and the pursuit of knowledge.

Snow Library SELECTION POLICY – continued

SELECTION:

The materials for the Snow Library must be selected with the purpose of carrying out the goals of the institution. An effort will be made to provide a balanced view of topics of current interest to the public. To assist in the process of selection, the following criteria are among those used to judge the quality and quantity of the items that are chosen:

NONFICTION:

- Accuracy
- Authority and reputation
- Demand
- Format
- Need
- Price
- Purpose and importance
- Relationship to other items in the CLAMS network
- Relationship to other items in the collections
- Style, clarity, presentation

FICTION:

- Appeal
- Authenticity
- Characterization
- Creativity, vitality
- Demand
- Format
- Literary merit, significance
- Need
- Price
- Relationship to other items in the CLAMS network
- Relationship to other items in the collection
- Style

SOURCES USED TO SELECT MATERIALS:

- American Library Association [Booklist](#)
- [Library Journal](#)
- [New York Times Book Review](#)
- Patron requests
- Publishers' catalogues
- [Publishers Weekly](#)
- [School Library Journal](#)
- Book Page
- Navigator

RESPONSIBILITY FOR SELECTION:

The Library Director is responsible for the selection of library materials according to the Selection Policy established by the Board of Trustees of the Snow Library. The library staff involved in the selection of adult library materials includes the Director, Assistant Director and Reference Staff Librarians. The Youth Services Librarian, Director and Assistant Director select the children's and young adult materials.

All citizens are encouraged to make suggestions on selection. Requests for specific materials will be given careful consideration in light of overall collection needs, selection criteria and budget constraints.

Snow Library SELECTION POLICY – continued

FORMATS:

The Snow Library selects materials in a number of formats. In addition to the usual print monographs, we acquire paperbacks, periodicals, and newspapers. In the non-print format, we acquire audiobooks, materials in electronic format, DVDs, compact discs, and microfilm (*The Cape Codder* newspaper). Electronic databases are provided by the Library through the Massachusetts Library System (MLS) and the Massachusetts Board of Library Commissioners (MBLC). Snow Library also has subscriptions to electronic databases which are used by the Reference Staff and the general public.

GIFTS:

Gifts are accepted with the understanding that they may or may not be added to the collection. Gift materials, including titles new to the collection, are subject to the same selection standards as materials purchased by the Library. The Library does not provide evaluation of gifts for tax deduction or other purposes.

Cash gifts for books to be purchased in honor or memory of an individual are gratefully accepted and will be acknowledged with appropriate bookplates.

INTELLECTUAL FREEDOM AND CENSORSHIP:

It is the policy of the Snow Library to purchase materials based on the criteria presented above. A number of books and other materials purchased that will meet these criteria may be offensive to certain members of the community. The library sees its function as a purveyor of information on many topics, levels and opinions. To meet its goals the Snow Library must protect the freedom of all to choose their own information and the style in which it is presented. To that end we subscribe to the "Library Bill of Rights" (Trustee Manual, Appendix A) and "The Freedom to Read Statement" (Trustee Manual, Appendix B).

The public library is a unique institution and is charged with being an unbiased repository of recorded knowledge. To that end, any attempt by a group or individual to remove or to add items which do not meet the standards set by this policy, shall be reviewed by the Board of Trustees. Procedures for reconsideration of materials and forms for formal complaints are available at the Circulation Desk. The Board of Trustees has the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

