

MOORE FREE LIBRARY

Material Selection & Acquisition Policy

Selection Principles

The authority for the choice, cataloging, and placement of materials rests with the Library Director. In the process of selecting materials, the Library Director exercises professional judgment and expertise based on an understanding of community needs and knowledge of authors and publishers. Recommendations from the public are welcome and will be given careful consideration in terms of overall objectives and the existing book collection. There is a “book request” sign-up in the library. Patrons are encouraged to add to this list.

The Library Director will review the collection regularly to assess its continued relevance to the audience it serves, judging its strengths and weaknesses, adding to it or subtracting from it according to general principles listed below.

Criteria for Selection of Library Materials

Library Materials include books, audio-visual materials, and periodicals. Materials are chosen for the collection on the basis of:

- Current usefulness or permanent value
- Importance as record of the times
- Patron demand
- Relation to the existing collection and usefulness in presenting a diversity of information on issues
- Relative importance in comparison with other works on the subject
- Sufficient standards of quality in content, format, and binding

Gifts

The library may receive materials as gift donations. Gifts are subject to the same selection criteria as purchased materials. The library accepts these gifts on the condition that their use is at the complete discretion of the Library Director. Stipulations as to the type, condition, or timing of materials accepted may be made by the Library Director and the Board of Trustees, and any conditional gifts, such as the acceptance of a gift of a large specialized collection, must be approved by the Board of Trustees. All donations become the property of the Moore Free Library, to be used at its discretion.

Removal of Library Material from the Collection

The deliberate, measured, regular evaluation of library materials in relation to the collection is part of the library's normal procedure.

The same criteria used in selecting materials apply to the systematic removal or replacement of outdated, inaccurate, seldom used, or worn items. Each removal or replacement is judged by the Library Director to determine the item's retention value as part of the overall collection.

The authority for the final removal of materials rests with the Library Director.