

## MATERIALS SELECTION POLICY

As a community resource for information, culture, and recreation, the Yonkers Public Library acquires and maintains a collection of print and non-print media which educate, enrich, entertain, and inform its patrons. Materials selection is under the supervision of the Library Director and is performed by members of the professional staff, who operate within the framework of policies, goals and objectives determined by the Trustees of the Library.

In selecting material for the collection, the staff is guided by the American Library Association's Library Bill of Rights and Freedom to Read statements, and the following general principles are used:

- Yonkers is a large and diverse city, and the Library will endeavor, within the constraints of financial ability and space, to build a comprehensive collection covering a wide field of interests and ideas.
- Material will be selected based on such criteria as reviews, timeliness of subject matter, author's reputation, price, format, popular demand, inclusion in lists of standard works, and alignment with the YPL Strategic Plan. Selection of materials does not constitute or imply agreement with or approval of the content or viewpoint of the materials.
- Gifts, unsolicited materials, and patron suggestions for purchases are all evaluated under the same policies, principles, and selection criteria as regularly-purchased materials. The Library has a separate policy dealing specifically with gifts.
- Esoteric or very technical works are generally excluded from the collection. Items of this nature are often available through inter-library loan, or may be viewed on-site at neighboring academic or special libraries. Library staff are skilled in assessing the availability of such material.
- The library staff does not serve *in loco parentis*, and the ultimate responsibility for the reading and viewing selections of children rests with their parents or legal guardians. Selection shall not be inhibited by the possibility that books may inadvertently come into the possession of children.

The same criteria will be used in *withdrawing* materials from the collection as are used in their acquisition. Library materials are continuously assessed for their condition, accuracy, currency and performance within the context of the total library collection, as well as for their continuing relevance to library users. Materials no longer useful to the Library may be given to other libraries or sold for the benefit of the Library.

If a member of the community wishes to question the appropriateness of a particular item in the collection, a Request For Reconsideration Of Library Material form is available at any service desk or on the YPL web page.

This policy, and the accompanying Request For Reconsideration of Library Materials form were adopted by the Library Board of Trustees on February 28, 2017



# REQUEST FOR RECONSIDERATION OF YONKERS PUBLIC LIBRARY MATERIALS

Public libraries strive to build collections that serve the needs and interests of their entire community. In a city as large and diverse as Yonkers, that covers a very wide spectrum. However, we understand that there may be items in the collection that warrant a second look. Please fill out this form and mail it back to the Library. Our staff will review your concerns and send you a written reply.

Please respond to the following:

1. Description of item (check one)

Book     Magazine     DVD     CD     Other (describe) \_\_\_\_\_

Author/Artist: \_\_\_\_\_

Title: \_\_\_\_\_

2. Have you read/viewed/listened to the item in its entirety?     Yes     No

3. Please tell us what you would like done with this item:

Remove it from the collection     Shelve it elsewhere

Why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. What do you feel might be the result of reading/viewing/listening to this item? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Contact Information    Your Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

6. Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form to:

Deputy Director, Yonkers Public Library,  
One Larkin Center, Yonkers, NY 10701.