

Glen Cove Public Library Materials Selection and Reconsideration Policy

Purpose and Scope

The Glen Cove Public Library provides the public with information that satisfies educational and recreational needs through the purchase and organization of books, periodicals, non-print materials, and electronic media.

The Library Board of Trustees emphasizes materials that have contemporary significance and long-term value. Materials are selected within budget and space limitations to inform, entertain, enlighten, and inspire creativity.

The Library recognizes that many books, magazines and newspapers are controversial and that any given item may offend someone. Selections will not be made on the basis of any assumed approval or disapproval, but only on the merit of the work as it relates to the Library's purpose and as it serves the needs and interests of the community as a whole. It is the right and duty of the Library to keep on its shelves a representative selection of books on all subject of interest to its reader and not prohibited by law, including books on all sides of controversial questions.

"Selection" refers to the decision to add an item to the collection or withdraw an item already owned.

The Library Director, and under their direction, qualified professional staff, are responsible for selecting library materials.

Selection of Materials

Materials are evaluated using objective guidelines. Materials will be judged on the basis of the content of the work as a whole, not by selected random passages. The Library takes no sides on public issues and does not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held. The Library recognizes its responsibility to provide materials presenting various points of view in order to enable people to make their own decisions. Items do not need to meet all criteria to be selected.

1. Present or potential relevance to community needs
2. Importance as a document of the times
3. Relationship to the existing collection and other materials on the subject
4. Attention from critics, reviewers, or the public
5. Suitability of subject and style for the intended audience

6. Suitability of physical format for library use
7. Price
8. Professional judgment will be used to ensure representation of multiple viewpoints on controversial topics.
9. No material is excluded based solely on an author's race, religion, nationality, or personal history.

The Library has a special interest in local history and works by local authors. These materials are evaluated using the same standards as all other items.

Gift materials are assessed using the same selection criteria as purchased items. Donations of books, magazines subscriptions or other library materials, or donations of money for the purchase of library materials, are welcomed. However, the Library accepts gifts without commitment as to final disposal. Those that are suitable for the Library collection will be retained, and other items disposed of in whatever manner the Library deems best. The Library reserves the right to integrate gifts into the general collection, as they cannot be given special housing.

Suggestions from Glen Cove residents are welcome and evaluated using the Library's established criteria.

The Library also uses the resources of member libraries of the Nassau Library System to supplement its collection.

De-Selection (Weeding)

Materials that no longer meet selection standards will be withdrawn. Materials that become outdated quickly receive special attention. Space limitations may also influence decisions.

Items may be withdrawn for the following reasons:

1. Worn, stained, or damaged beyond repair
2. Outdated, inaccurate, or lacking historical significance
3. More current or comprehensive resources are available
4. A more desirable or updated format is available
5. Low circulation

Withdrawn materials may be sold for the benefit of the Library, donated, or disposed of properly.

Controversial Materials and Intellectual Freedom

The Glen Cove Public Library does not promote specific beliefs or viewpoints and does not deselect materials because of them. The Library provides materials representing a wide range of opinions, including unpopular and unorthodox viewpoints.

Language, subjects, or situations that may offend some community members are not grounds for exclusion if the material has overall value.

Parents and legal guardians are responsible for supervising their children's reading, viewing, and listening. Material in the adult collection is not restricted because a child may access it. Parents may guide their own children, but not restrict access for others.

Request for Reconsideration of Library Materials

Should someone disagree with the inclusion of an item in the collection, a *Request for Reconsideration of Library Materials* form may be obtained at all public desks. The Director is available to discuss the interpretation and application of the selection criteria, and will make the final determination on all requests for reconsideration with the Library Board of Trustees. Requests for reconsideration will be accepted only from Glen Cove residents, groups, or organizations. Requests from individuals or organizations outside of Glen Cove will not be considered.

The Library Board of Trustees endorses the American Library Association Library Bill of Rights.

ALA Library Bill of Rights

The American Library Association affirms that libraries are forums for information and ideas. The following principles guide library service:

- I.** Materials should be provided for the interest, information, and enlightenment of all people in the community. Materials should not be excluded because of the origin, background, or views of their creators.
- II.** Libraries should provide materials presenting all points of view on current and historical issues. Materials should not be removed because of partisan or doctrinal disapproval.
- III.** Libraries should challenge censorship in fulfilling their responsibility to provide information and enlightenment.
- IV.** Libraries should cooperate with individuals and groups resisting the abridgment of free expression and access to ideas.

V. A person's right to use a library should not be denied because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available should do so on an equitable basis regardless of beliefs or affiliations.

VII. All people have a right to privacy and confidentiality in their library use. Libraries should safeguard all library use data, including personally identifiable information.

Adopted 1939; amended 1944, 1948, 1961, 1967, 1980, 2019.

Inclusion of "age" reaffirmed 1996.

Glen Cove Public Library
Request for Reconsideration of Library Materials

If you wish to request reconsideration of library materials, return the completed form to:
Joanna Cabo, Director, Glen Cove Public Library, 4 Glen Cove Ave., Glen Cove, NY 11542

Name (print): _____

Address: _____

Phone: _____ Email: _____

Do you represent yourself? _____ Or group/organization? _____

1. Item on which you are commenting:

___ Book ___ Magazine ___ Digital Resource ___ Newspaper

___ Movie ___ Game ___ Other (please specify _____)

Title _____

Author/Producer _____

2. What brought this item to your attention?

3. Have you examined the entire item? Yes _____ No _____

4. What concerns you about this item?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What would you like the library to do about this item?

Signature _____ Date _____

For Staff Only: Date Received/Initials _____