



Name: Material Selection Policy

Approved: December 17, 2001, by Franklin Public Library Board of Trustees  
Reviewed and Approved February 24, 2014, by Franklin Public Library Board of Trustees  
Reviewed and Approved February 28, 2022, by Franklin Public Library Board of Trustees

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**Policy:**

The objective of the Franklin Public Library is to select, organize, preserve, and make freely available material that assists individuals, businesses, and groups in the community.

1. To achieve this, the library provides materials and services to residents of all ages. It seeks to direct and stimulate lifelong learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
2. In the selection of materials, the Franklin Public Library endorses the Library Bill of Rights and Freedom to Read Statements adopted by the American Library Association.

**Responsibility:**

1. Responsibility for the selection and withdrawal of material rests with the Library Director. Responsibility for initial selection of materials is shared by professional members of the staff. Recommendations from the public are welcomed.
2. Requests for reconsideration regarding specific materials will be reviewed upon written request. A form (*Reconsideration of Library Materials*) for this purpose may be requested from any professional librarian.
3. The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.

**Criteria for Selection:**

1. Since it is not possible for the library to acquire all materials, it is necessary to use certain guidelines in the selection of materials. The selection may be influenced by many factors, including but not limited to the following:
  - a. Budgetary considerations;
  - b. Physical limitations of the library building;
  - c. Suitability of format and construction;
  - d. Availability of material elsewhere in the area;
  - e. Current usefulness or permanent value;
  - f. Relation to existing collection;
  - g. Attention of critics, reviewers, and the public;

- h. Reputation and significance of author, illustrator, or composer;
  - i. Special needs of library patrons for materials in accessible formats;
  - j. Augment the local school curricula; and
  - k. Customer demand.
- 2. The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library materials are subject to the Library's Gift Policy.
- 3. The library collection will be kept attractive and current by a continual program of repairing, discarding, or replacing worn and out-dated materials.
- 4. Plans for the development of specific collections may be written by the library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of specific collections. All such plans shall be in compliance with and responsive to the philosophy of this policy.