

Cambridge Public Library

Book Selection Policy

The purpose of the Cambridge public Library book selection policy is to guide the library director and to inform the public about the principles upon which selections are made.

We support the book selection policy statement of the Southern Adirondack Library System and the Library Bills of Rights, Freedom to Read and Freedom to View policies as adopted by the American Library Association.

The final responsibility for book selection rests with the librarian who may, however, consult at any time with the library board. Recommendations for new titles from the public will be given due consideration.

The library endeavors to purchase those books which are of permanent as well as current value and represent the needs and interests of the community. These general policies will be the guide.

1. The library will provide materials which help to meet its objectives. Materials may include, but not be limited to: books, periodicals, pamphlets, newspapers, video tapes/dvds, video books, records, maps, compact discs, and audiobooks.
2. Materials acquired will meet high standards of quality in content, expression and format.
3. The library will keep itself informed of other publicly available resources of books and other materials in the area to avoid unnecessary duplication.
4. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
5. All materials, except those which are in special demand and cannot be duplicated, including rare and fragile items, and current reference materials, will be lent for home use under library regulations and procedures. Other material will be lent out at the discretion of the librarian on duty.
6. As a responsibility of library service, books and other materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should any book be excluded because of the race, nationality, or the political or religious views of the writer.
7. The library should make an effort to collect local history material if it is not preserved elsewhere in the community.

8. There should be the fullest practicable provisions of material presenting all points of view concerning the problems and issues of our times, international, national, and local and books or other reading matter of sound factual authority should not be prescribed or removed from library shelves because of partisan or doctrinal disapproval.

Annually, the book collection will be reviewed and weeded according to the following criteria:

1. Obsolete information
2. Poor physical condition
3. Material no longer needed
4. Lack of use by users

The library will accept gifts under the following conditions:

1. Gift materials will be judged by the same material selection standards that apply to purchased materials.
2. No gift materials will be accepted for which the donor places restrictions or special conditions.
3. Memorial gifts will be accepted for purchase of materials. Funds will be subject to the material selection standards of this policy.
4. Gift materials will be accepted with the understanding that this library reserves the right to utilize them in accordance with this selection policy. Gift materials may be added to the collections, sold, or given to other libraries or discarded.
5. Gift items will be formally acknowledged, if the donor wishes. This library will not estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.
6. Gifts or money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and are in accordance with all pertinent laws.
7. Personal property, art objects, portraits, antiques, and other museum objects will be accepted only on the condition that they may be sold, given away, otherwise used, or discarded at the discretion of the Trustees and the Library Director.

In the event that any should object to the library's acquisition of a certain publication he/she will be asked to fill out a Request for Reconsideration of Library Materials form for the information of the Board of Trustees and the Library Director.

This policy will be reviewed annually and revised as times and circumstances require.