

MATERIALS SELECTION POLICY

PURPOSE:

Albany Public Library selects, organizes, and makes accessible to all people of our community material in a variety of formats that will aid them in their pursuit of education, information and recreation. The Library actively seeks to stimulate and expand the recreational and cultural interests of persons of all ages, and to serve as a resource for the continuing education of all members of our community.

POLICY:

The Library seeks to satisfy the diverse needs and interests of our community within the limitations of space and budget. The Library recognizes its obligation to provide materials, as far as possible, which reflect diverse points of view. It is the responsibility of the Library to maintain the effectiveness and usefulness of the collection through careful selection and deselection of materials, both purchased and donated. The reconsideration of materials will follow procedures outlined in the Reconsideration of Library Materials process as established by the Board of Trustees. As part of this policy, Albany Public Library endorses the principles adopted by the American Library Association in the Library Bill of Rights and the Freedom to Read Statement.

RESPONSIBILITY:

The Executive Director directs the selection of materials and development of the collection.

PROCEDURE:

As stated above.

APPROVED/REVIEWED:

Adopted: October 2003

Revised: March 2014

Reviewed: February 2019

ALBANY PUBLIC LIBRARY
MATERIAL (RE) CONSIDERATION REQUEST FORM REQUESTOR INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email: _____

Representation (if applicable) Is this request being made by you on behalf of a group or organization?
Yes / No

If yes, please indicate the organization's name and briefly describe the organization's mission/purpose:

MATERIAL INFORMATION Format: Book DVD Magazine Electronic Resource Library
Program Other (please specify format) _____

Title/URL: _____

Author(s): _____

Action you would like taken regarding this item: Add to collection Withdraw from collection What
brought this material to your attention?

Have you examined the entire work? Yes / No What do you believe is the purpose of this material?

Please share your reasons for requesting reconsideration of this item. Please be specific, and include
citations from the material where appropriate. Attach additional sheets if needed.

Signature

Date