

## OPERATIONAL POLICY

### THE SELECTION AND WITHDRAWAL OF MATERIALS YORK COUNTY LIBRARY SYSTEM BRANCHES & MARTIN LIBRARY

Effective: 08/16/08

Last Updated: 02/06/09

The branches of the York County Library System: Collinsville Community Library, Dover Area Community Library, Kreutz Creek Valley Library Center, Red Land Community Library, and Village Library, and Martin Library have agreed to utilize a single *Collection Development Policy*. This policy provides guidance to all those who are responsible for the management of library materials and informs the public of the principles upon which the libraries makes decisions regarding collections.

The *Collection Development Policy* is established by both the York County Library System and Martin Library Board of Directors. The current policy was approved on 10/23/07. It is subject to revision and change of emphasis. It will be reviewed biannually. The York County Library System and Martin Library endorse the *American Library Association's Bill of Rights* & the *American Library Association's Freedom to Read Statement*.

This *Operational Policy for the Selection and Withdraw of Materials* is a summary of the foundations, found in the full *Collection Development Policy*, upon which we select materials for and withdraw materials from our collection.

The York County Library System is committed to excellence in service by supplying access to informational, intellectual, and recreational resources to all segments of our greater York Community. We offer a robust collection of popular materials to our customers. The selection and withdraw of these resources is guided by the following articles of the *American Library Association's Bill of Rights*:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

As well as the following propositions of the *American Library Association's Freedom to Read Statement*:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.

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In addition to these guiding principles, Martin Library and the branch libraries of the York County Library System also uses other criteria to help determine which titles, from the thousands that are produced annually, should be acquired for the library:

- public demand, past and anticipated use
- existing holdings in the subject area
- reviews, reading lists, bestseller listings and customer requests
- availability of materials from other sources
- budgetary and space limitations
- collection standards and guidelines for Pennsylvania District Library Centers – Martin Library

Martin Library and the branch libraries of the York County Library System use the above criteria to help determine which titles should be withdrawn from our collection along with the following:

- condition of the copy
- timeliness and current validity of the subject matter

The presence of any particular materials in our collection does not imply an endorsement of the ideas expressed in those materials. We are simply supporting our mission to be an impartial provider of information from all points of view to all persons.

The York County Library System takes seriously any request to suppress and remove from public access an item in a library's collection. Any customer, who wishes to lodge a *Statement of Concern* over an item in a library's collection, should do so in writing to the Director of Library System Relations through the standard form. In making their criticisms known, people who object to certain materials are exercising their right to voice their opinion, a right that is the basis of intellectual freedom. The form can be mailed or delivered to any library system branch or Martin Library.