

Materials Selection Policy

Waterford Township Public Library

Overview

The Waterford Township Public Library upholds the principles of intellectual freedom and the right to access diverse materials. The Library adheres to the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) as endorsed by the American Library Association. Selection decisions are based on the content of the material as a whole and its place in the collection and in history. The Library provides services, materials and resources without discrimination based on age, race, ethnicity, religion, national origin, gender identity, sexual orientation, or physical abilities.

The Library strives to maintain a balanced and high-quality collection that reflects the community's interests and needs while upholding professional standards of factual accuracy, effective communication, and relevance. The Library Director, with support from staff, is responsible for selecting, retaining, and withdrawing materials in alignment with this policy.

I. Selection Criteria

General Criteria

All materials considered for the collection are evaluated based on the following factors:

1. Author's reputation and expertise
2. Importance and relevance of the subject matter
3. Availability of similar materials in the collection
4. Timeliness and accuracy of information
5. Appropriateness for the intended audience
6. Publisher's reputation and credibility
7. Community interest and demand
8. Cost and physical durability
9. Accessibility through regional and state networks
10. Required processing and cataloging efforts

The Library staff responsible for book selection use the following as aids for reviews as appropriate for their specific areas of the collection: *Booklist*, *Library Journal*, *School Library Journal*, *Publisher's Weekly*, *New York Times Book Review*, and *Kirkus Book Reviews*. Other sources include subject-oriented journals and recommendations by other library or subject-area professionals.

Adult Collection

The Library provides fiction and non-fiction materials for informational and recreational use. A larger portion of the budget is allocated to non-fiction to ensure comprehensive subject coverage. The collection prioritizes areas such as local history, Michigan studies, genealogy, job searching, and self-improvement.

Adult Fiction shall be selected on criteria such as high-demand popular best-sellers, reviews of literary merit, significance and need in the collection.

Teen Collection

The Teen collection includes fiction and non-fiction materials selected to meet diverse interests and maturity levels. Topics such as contemporary social issues, health, and personal development are included to support educational and recreational needs. The larger portion of the Teen collection is fiction works which follow the general guidelines, plus the specific selection criteria outlined for materials published for this specific age group, as well as suitable adult materials. The Library strives to ensure that these materials are age-appropriate while encouraging critical thinking and discussion.

Children's Collection

Children's books are selected based on literary merit, educational value, and engagement. Both fiction and non-fiction titles cover a broad range of reading levels and subjects, including social issues and historical topics. Parents and guardians are responsible for guiding their children's reading choices. The Library cannot act in loco parentis and relies upon caregivers to set the parameters with regard to content and subject matter of all library materials.

II. Gifts and Donations

The Library accepts donations with the understanding that materials will be evaluated according to Selection Criteria. Items unsuitable for the collection may be donated to the Friends of the Library book sale or responsibly discarded.

The Library also accepts financial contributions for memorial books. Staff will select titles that align with the donor's preferences, when possible, while ensuring they meet selection policy standards. If requested, an identifying book plate shall be placed inside the front cover of memorial books. General subject areas can be selected by donors, but the Library cannot guarantee purchase of specific titles.

III. Local Author Collection

Books for this small collection are those written by authors from Waterford Township, Michigan or are set in Waterford Township or adjacent communities, and may be self-published and not included in standard review sources noted previously. Such items will be handled as follows:

1. The copy to be considered is donated to the Library in a format that enables circulation, ease of use and durability.
 2. Inclusion in the Local Authors collection within 120 days upon evaluation.
 3. The library will follow our Materials Selection Policy for inclusion in regards to accuracy, readability and likely interest to more borrowers than the author's own family and friends. Such items will also be subject to this policy's stipulations for exclusion and retention of library materials.
 4. The library will not provide professional reviews, promotion, or marketing of an author's work, whether the item is included or excluded.
 5. Donation of materials by local authors is not a guarantee of inclusion into the collection, and materials can either be returned upon request, or they will be included in the Waterford Township Friends of the Library book sale process.
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IV. Non-Print and Digital Resources

The Library maintains a collection of non-print materials, including eBooks, audiobooks, databases, and multimedia resources. Selection criteria for these formats are consistent with print materials and focus on accessibility, quality, and relevance.

Periodicals & Newspapers The Library subscribes to local, national, and specialized publications that provide current news, research, and entertainment. Digital access to archived issues is prioritized over maintaining extensive back issues in print.

Visual & Audio Materials The Library acquires documentaries, films, video games and music that support the collection's educational and cultural goals. Selections are based on critical reviews, awards, and public interest.

Other Non-Book Materials The Library may also provide selected materials for circulation or in-library use – often referred to as a Library of Things – including wi-fi hotspots, Chrome books, and other items that are determined to be of use for the general public, taking into consideration factors such as budget, space constraints and general “circulation-ability” of identified items.

V. Collection Maintenance & Withdrawal

Materials are regularly evaluated for withdrawal based on:

- Poor physical condition
- Outdated or inaccurate content
- Low usage
- Availability through other networks

The primary goal of evaluating the collection is to keep the collection current, well-used, diverse, and in good condition. Materials will not be removed solely due to external pressure or subjective objections.

VI. Reconsideration of Materials

Inclusion of an item or resource in the Library collection is not an endorsement of a particular point of view or philosophy, and Waterford Township Public Library holds censorship to be an individual matter. While anyone is free to personally reject books and other materials for any

reason, they may not exercise censorship to restrict the freedom of others. As noted above, responsibility for materials selected, read, or viewed by minors rests with their parent or guardian.

Community members may submit a written request for material review based on the work as a whole. The link to the form is [here](#). The request will be evaluated by the Library Director and a response provided within 30 days, whenever feasible. Materials under review will remain accessible until a decision is finalized.

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