

**BOOK SELECTION POLICY**  
(Revised 6-8-2004, Approved 9-14-2004)

The purpose of the Leighton Township Library is to select materials which communicate from one person to another humanity's heritage of experience from both the past and the present and to make these library materials easily available to all people within its service area and to assist them to:

- Educate themselves continuously
- Keep pace with progress in all fields of knowledge.
- Become better members of home and community.
- Discharge political and social obligations.
- Be more capable in their daily occupations.
- Develop their creative and spiritual capacities.
- Appreciate and enjoy works of art and literature.
- Make such use of leisure time as to promote personal and social well-being.
- Contribute to the growth of knowledge.

**Definitions:**

The words "book", "library materials", or synonyms as they may occur in the policy have the widest possible meaning, including every form of permanent record.

**Selection:**

Refers to the decision that must be made either to add a given book to the collection or to retain one already in the collection.

**Responsibility for Book Selection:**

Final responsibility for book selection lies with the director.

**Basis for Selections**

- Author's reputation and significance as a writer.
- Importance to the collection.
- Timeliness or permanence of the material.
- Accuracy of information
- Social significance.
- Clear presentation and readability.
- Appearance of title in special indexes, bibliographies, or reviews.
- Reputation and standing of the publisher.
- Format, price, and housing
- Consideration of the, commercial, industrial, cultural and civic enterprises of the local community.
- Patron request.