

## **COLERAINE PUBLIC LIBRARY**

### **Materials Selection Policy**

The Library Board of the Coleraine Public Library, realizing that the library provides materials for a diverse array of needs and interests of individual library users of all ages, beliefs, and backgrounds, holds the following points as the library's selection policy.

1. The Head Librarian shall be responsible for the selection of books, magazines, DVD's, and any other resources for the library. The Head Librarian may also delegate other library staff members to recommend titles under specific guidelines for purchase by the library. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development.

2. Materials for the library shall be selected for their value to all people of the community. Value lies in the material's ability to inform, enlighten, or entertain members of the community. Materials will not be excluded from the collection based on the author's race, nationality or political/ social views. Specific selection criteria are listed in Appendix A.

3. Materials donated to the library will be placed in the collection under the same guidelines as those that the library purchases directly. Donors are informed that any donations may or may not be added to the collection. Any item not added will be placed in the used book room for sale.

4. Parents have the right and responsibility to guide their children's choices of library materials. Parents should work with their children to select materials appropriate to their personal family beliefs.

5. The library board recognizes the right of each individual to approve or reject material for personal consideration and use based on his or her ideals and beliefs. However, individuals do not have the right to make these choices for the community as a whole. The board defends the library's inclusion of materials with wide variety of topics and styles and will not remove controversial materials from the library when censorship is involved except under the orders of a court of competent jurisdiction.

6. The library board supports the Library Bill of Rights and the Freedom to Read Statement from the American Library Association.

#### **Appendix A: Selection Guidelines**

The following general criteria will be considered when purchasing materials.

- Analysis from standard review sources (Booklist, Baker & Taylor, School Library Journal, Best Sellers)
- Patron suggestions
- Popular demand
- Need to strengthen a particular part of the collection
- Authors or publishers who excel in knowledge or authority of subject content
- Value to collection based on and lack of other library materials on topic
- Local history or area authors – the library tries to collect local materials whenever possible

### **Analysis and Weeding**

The collection needs continuous evaluation in order to be sure that the library is providing materials in a timely manner and to meet patron interests and needs. Works that have become unappealing due to aging, damage or wear will be removed. The CREW, A Weeding Manual for Library's will also be used.

### **Repair/Replacement of Materials**

New materials will be protected with appropriate covering and reinforced according to standard library practice. Staff will be watchful of materials in need of repair. Simple repairs such as torn or loose pages, damaged book covers, worn spines will be attempted before deciding to delete and discard.

**Adopted: 12/10/2015**