

Materials Selection Policy

The purpose of this materials selection policy is to guide and direct library staff in selecting and acquiring a well-rounded collection of materials to meet the needs of the community.

The ultimate responsibility for the selection of all materials lies with the City Librarian acting according to the general policies established the Library Board.

"Selection" refers to the decision that must be made either to add a specific item or types of material to the collection or to retain material already in the collection. It is a means of collection development to meet user needs and does not necessarily reflect the opinions or values of the individual selector or of the Board of Trustees

This policy will also help answer questions by the public regarding the presence or absence of certain materials in the collection and helps explain the basis on which materials have been selected.

The word "materials", as it occurs in this policy, has the widest possible meaning. It includes but is not limited to printed material, compact discs and DVDs

LIBRARY BILL OF RIGHTS

The Board of Trustees reaffirms its belief in the American Library Association's **Library Bill of Rights**.

The Library Bill of Rights, The Freedom to Read and The Freedom to View documents have been added as addendum to this policy.

GENERAL PRINCIPLES

The Library shall select materials in all subject areas insofar as possible. Materials will be provided that will satisfy the information, cultural, educational and recreational needs of the patrons of differing tastes, interests, purposes and reading skills. Materials however will not be excluded solely on the basis of its being offensive or of no interest to any person or group.

CRITERIA FOR SELECTION

The following criteria will be considered in selecting all library materials:

A. Favorable reviews. The standard reviewing sources will be used, such as Library Journal, Booklist and Publishers Weekly although reviews from popular magazines (People Weekly etc.) and from newspapers shall also be considered.

B. User interest as expressed in requests by the public. Requests will be taken and considered by any patron regardless of age, gender, race or other affiliation.

C. Best-seller status of materials will be considered, but it will not be a deciding factor if the material will not be of use to the collection.

D. Local and regional interest in material due to authorship or subject matter.

E. Popularity or importance of the author or current subject matter.

Although the library will purchase known and respected authors, it will also make a conscious effort to purchase the best of young and new authors.

F. Need to strengthen a particular part of the collection, including the need to provide various opposing opinions on controversial subjects.

The Library will not attempt to acquire curriculum related materials or textbooks unless such materials serve the general public.

GIFTS

Gifts must be in good physical conditions and meet the same criteria as library purchased materials to be included in the collections

The Freedom to Read The Freedom to View Library Bill of Rights

Recommended by Library Board 04-25-05

Amended 11-09-15

Approved by City Council 12-15-15