

# Silver Bay Public Library Materials Selection Policy

## PURPOSE

The purpose of the Materials Selection Policy is to guide Silver Bay Public Library in the selection and purchase of books and other media for use by patrons and to insure that the library maintains a collection of sufficient depth and breadth to provide for the interest, information and enlightenment of all the people in the library's service area.

## GENERAL PRINCIPLES

The administrative responsibility for selection of library materials rests with the Library Director who implements the Materials Selection Policy approved by the library's Board of Trustees.

"Selection" refers to the decision that is made to add a given title to the collection or withdraw one already in the collection. Materials are chosen, within budgetary limits, to inform, entertain and inspire with sufficient scope, depth, relevance and accuracy to enrich lives through the stimulation of reading, listening or viewing.

The Silver Bay Public Library subscribes to the principles of the American Library Association's Library Bill of Rights, Freedom to Read, Free Access to Libraries for Minors and the Intellectual Freedom Statement which guide the acquisition and management of collections. Among these principles is recognition that:

- A person's right to use a public library shall not be denied or abridged because of origin, age, background or views.
- A public library shall not allow itself to be subjected to censorship and shall resist abridgment of free expression and free access to ideas.
- Individuals are free to reject materials for themselves which they do not approve. They may not restrict the freedom of others to read, listen and view any and all materials within any guidelines set for the by the library.

Selection of library materials will not be limited by the possibility that it may come into the possession of minors. The responsibility for the reading of minors rests with their parent(s) or legal guardian(s). The library staff does not serve *in loco parentis*. It is the parent(s) and only the parent(s) or legal guardian(s) who may restrict their children's access to library materials.

Except for the transfer of discarded materials to other library collections or the Friends of the Public Library and release of materials to recycling services, the library does not give or sell materials from its collection to individuals or organizations.

## MAINTENANCE OF COLLECTION

The Library Director, through an ongoing "weeding process", is responsible for maintaining the library's collection including the preservation, replacement of lost or deteriorating materials and withdrawal of unneeded or superseded materials. Restrictions may be placed on certain types of library materials to insure their availability to patrons. Such materials may include but is not restricted to rare books, local interest and reference materials.

## GENERAL SELECTION CRITERIA

Patron's use of materials, in all formats, is the most powerful influence on the library's collection. Purchase of new titles and removal of old materials are both influenced by the ALA weeding process, current and historic circulation and interest. In addition, number of holds placed and patron requests are closely monitored and directly influence the purchase of additional copies of high demand titles. Selection decisions take into consideration the following:

- Relevance, present and potential, to community needs. The library endeavors to obtain materials pertaining to local matters – civic, cultural, artistic, educational, recreational and historic.
- Topicality or the importance of material as a document or recording of the times as well as relation to the existing collection and other materials on the subject. An effort is made to include significant works to illuminate the different and important sides of issues.
- Literary merit i.e. reputation and significance of author, editor and illustrator.
- No item will be excluded because of the race, religion, nationality, gender, sexual orientation, political or doctrinal beliefs or personal history of an author.
- Current or historical significance of the author or subject.
- Popular demand.
- Contemporary significant or permanent value.
- Scope and authority of the subject matter.
- Relationship to the existing collection and to other materials on the subject.
- Availability/scarcity of material in the subject area.
- Format and arrangement.
- Price and availability.

## GIFTS

Gifts of money to purchase materials are invited and encouraged. The Silver Bay Public Library accepts gifts of library materials with the understanding that the same standards of selection are applied to gifts as to purchased materials. Gifts of materials to which conditions are attached by prospective donors will require special consideration. See the Silver Bay Public Library Gift Policy.

## INTERLIBRARY LOAN COOPERATION

Allowing for budget and space limitations, the library cannot provide a copy of all materials published, but it recognizes the right of persons to access those materials. Materials not owned by the library may be borrowed through regional and state-wide established interlibrary loan channels.

## PATRON RIGHTS & RESPONSIBILITIES

The library respects the right of persons to express their opinions, negative as well as positive, with respect to materials purchased by the library. Individuals or groups who wish to discuss the unavailability or availability of particular materials or to discuss the implementation of this policy have the right to:

- Discuss their issue, concern or request with the Library Director.
- Request an opportunity to present issues, concerns or wishes to the Board of Trustees. Written requests will be placed on the agenda and a written reply made within thirty days. Decisions by the Board of Trustees shall be reflective of its commitment to the ALA Library Bill of Rights and the Materials Selection Policy.

Adopted by the Silver Bay Public Library Board of Trustees November 17, 2015.