

## **MATERIALS SELECTION POLICY**

### **Purpose**

The purpose of this policy is to guide staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Definitions**

- All Materials are those items considered for addition to the Library's collection.
- All Materials Selection refers to the decision to add material to the collection or to retain materials already in the collection. It neither refers to reader guidance nor details specific types of materials to be added.

### **Goals of Material Selection**

- Material Selection aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of Kidder County residents. Budget limitations necessitate the choosing of materials relevant to these needs.
- The Kidder County Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its staff agrees with the ideas and viewpoints presented.

### **Responsibility for Selection**

- Final responsibility for materials selection rests with the Library Director who functions within the framework of policy adopted by the Library Board of Trustees.
- Suggestions from members of the community concerning materials selection are welcome. Each suggestion will be considered within the framework of this policy.

### **General Principle**

The Library is a forum for information and ideas. The following basic principles will guide its materials selection:

- Books and other library resources will be provided for the interest,

information, and enlightenment of all people in the community.

- Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
- Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Within reason, materials information provided will present the various general points of view of current and historical issues.
- Adult responsibility for children's reading rests with parents or legal guardians. Materials selection for the adult collection is intended for mature readers and will not be restricted by the possibility that children may obtain materials which their parents or legal guardians consider inappropriate. Separate collections are available for children and young people.
- Materials unavailable at this library but available through the cooperative library networks will be borrowed upon the request of the user. Charges for interlibrary materials may be passed on to the patron.
- Textbooks or other curriculum-related materials are acquired only when they serve the general public.
- Consideration is given to the adequate availability of materials for the visually impaired.

### **Specific Principles**

The following general criteria are considered in selecting materials:

#### **Adult Materials**

- Permanent value
- Popular interest
- Widely regarded reputation of the author
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Reputation of publisher
- Date of publication
- Relationship to existing collection
- Artistic merit
- Insight and/or perspective into human and social conditions
- Availability elsewhere in the community
- Price

#### **Children's and Young Adult's Materials**

In addition to the criteria for adult materials, consideration is also given to the following:

- Appropriate content
- Appropriate vocabulary for the general age group

- Determined value for stimulating the informational, recreational, and cultural reading interest of children and youth.

## **Gifts and Donations**

Gifts and donations are always welcome. Acceptance is based on the following criteria:

- All such items must meet the same criteria listed under Specific Principles as purchased items.
- Attached conditions of the donor as to use, location or disposition will not be permitted.
- Funds may be designated for the purchase of materials by general subject area.
- All gifts, when accepted, become the property of the Library and may not be reclaimed by the donor.
- Unneeded donations will not be retained.
- The receipt of specific items will be acknowledged.
- All gifts should be left at the Library or mailed to the attention of the Library Director.

## **De-Selection of Materials**

- Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant and in useful format and condition. Subsequently, materials that are no longer accurate, used or useful must be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose. The CREW (Continuous, Review, Evaluation, and Weeding) method is used to aid in de-selection.
- The Previous criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local history materials may be retained indefinitely.

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