

Materials Selection Policy

Adopted by the Library Board of Trustees November 14 , 2006. Revised August 20, 2024.

Purpose of this Policy

The goal of the Carnegie-Schadde Memorial Public Library (Library) is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

The Library serves a diverse population possessing an unlimited range of interests and tastes, but because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy. The Materials Selection Policy is used by the library staff in the selection of materials and also serves to inform the public about the principles of selection.

The *Library Bill of Rights*, *The Freedom to Read Statement*, and *The Freedom to View Statement* have been endorsed by the Library Board of Trustees and are integral parts of the policy. This policy will be periodically reviewed and revised as needed.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Library Board of Trustees. This responsibility may be shared with other members of the library staff. Nevertheless, the director must be available to answer to the library board and the public for actual selections made. Therefore, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Guidelines for Selection

In selecting materials and developing collections for adults, as well as for children and teens, library staff will include materials that represent the broad range of human experience, reflecting not only of the community it serves but also the larger global perspective. No library material shall be excluded because of expression of racial, religious, national, political, or social views. Library collections will provide a broad range of opinion on current issues, recognizing that some materials may be controversial.

It is the responsibility of the individual library user to choose those materials which best suit his or her tastes and needs. Although users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to view and read what they desire. Therefore, selection of materials will not be made based on anticipated approval or disapproval by individuals or groups, but rather based on the principles stated in this policy. Materials are selected or not selected on the basis of the work as a whole, not on any part, or combination of parts, taken out of context. Library materials will not be marked or identified to

42 show the Library's approval or disapproval of their contents, and no library material will be
43 sequestered except to protect it from damage or theft in the sole discretion of the library
44 director.

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46 The responsibility for the materials chosen by children and young people rests with their
47 parents or legal guardians. At no time will library staff act in loco parentis. Selection of
48 materials for the collection will not be influenced by the possibility that materials may be
49 accessible to children and young people. Parents and guardians are encouraged to help their
50 children select books and to guide their selections.

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52 The main points considered in the selection of materials are:

- 53 • Present and potential relevance to community needs
- 54 • Suitability of physical form for library use
- 55 • Suitability of subject and style for intended audience
- 56 • Cost
- 57 • Relation to the existing collection and to other materials on the subject
- 58 • Attention by critics and reviewers
- 59 • Potential user appeal
- 60 • Requests by library patrons

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62 Each item need not meet every criterion in order to be included in the collection. Varying
63 combinations of standards apply according to the type of material or particular need. Librarians
64 are expected to use their training, knowledge, and expertise in the selection of library
65 materials.

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67 Reviews are a major source of information about new materials. Reviews from professional
68 journals/sources (such as Library Journal, School Library Journal, Booklist), popular periodicals
69 (such as Publisher's Weekly, New York Times Book Review), and relevant web sites are used in
70 the selection process and are sought whenever possible. The lack of a review or the existence
71 of an unfavorable review is not sufficient reason to reject a title for which there is demand.
72 Opinions on a selected work may also be solicited from authorities on the subject matter of the
73 work.

74 75 **Interlibrary Loan**

76 Because of limited budget and space, the library cannot purchase all materials that are
77 requested or all the materials the library would like to provide. Therefore, interlibrary loan is
78 used to obtain from other libraries those materials that are beyond the scope of the library's
79 collection. In return for utilizing interlibrary loan, the Library agrees to lend its materials to
80 other libraries through the same interlibrary loan network and have its current holdings listed
81 in a database that is accessible by other libraries throughout the state.

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83 **Gifts and Donations**

84 The Library encourages and appreciates gifts and donations of books and other materials. Such
85 gifts and donations will be added to the collection only if they meet the same criteria for
86 selection that are applied to purchased materials. If they are not selected for the collection,,
87 the library director will dispose of them as he/she sees fit.

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89 Memorial gifts of books or money are also accepted and suitable bookplates may be placed in
90 the purchased materials. Specific memorial books or other library materials can be ordered for
91 the library by request of a patron if the materials meet the criteria established by this policy. It
92 is best if the library director can first be consulted to ensure the materials will be added to the
93 collection before being purchased as a memorial. Items will be chosen by the library director if
94 no specific item is requested.

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96 The library will not appraise the value of donated materials, though it may provide an
97 acknowledgment of receipt of the items if requested by the donor.

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99 **Maintenance of Collection**

100 Systematic withdrawal (weeding) and replacement of materials is necessary in order to
101 maintain an up- to-date, attractive, and useful collection, and to make best use of available
102 space. The same criteria will be used in withdrawing materials from the collection as are used in
103 their acquisition. In addition, the decision to withdraw library materials may be based on
104 physical condition, currency according to subject, circulation history, relevancy of information,
105 and available space.

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107 Replacement of worn volumes is dependent upon current demand, usefulness, more recent
108 acquisitions, and availability of newer editions.

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110 The ongoing process of collection maintenance is the responsibility of the library director and is
111 authorized by the Board of Trustees. The disposal of withdrawn materials (including selling,
112 auctioning, donating, or recycling) will be at the discretion of the library director.

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114 **Reconsideration of Library Materials**

115 Patrons requesting that material be removed the Library's collection, or relocated, may
116 complete and sign the "Statement of Concern About Library Resources" form which is available
117 at the main service desk of the library. Requests for reconsideration of library materials will
118 only be considered if the person submitting the request is a resident of the library's service
119 area. Additionally, the person submitting the request must have read/listened/viewed the
120 entire content of the resource. Referencing part of the resource when the person has not
121 reviewed the entire content of the resource is insufficient for the Library to remove or relocate
122 the resource. The library director will generally respond in writing within 15 days. The item(s) in
123 question will remain in their current location in the library until resolution of the request.

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125 If the individual is not satisfied with the decision, a written appeal may be submitted to the
126 Library Board within 10 business days of the library director's decision. Appeals can be given to
127 library staff at the main desk in a sealed envelope to be forwarded to the Library Board, or an
128 appeal can be emailed to the library director to be forwarded to the Library Board. The appeal
129 will generally be placed on the agenda of the next regular meeting of the Carnegie-Schadde
130 Memorial Public Library Board of Trustees. If the Library Board plans to address the appeal at
131 their board meeting, the individual will be notified of when and where the meeting will be held.
132 The Board of Trustees reserves the right to limit the length of individual public comments or the
133 length of the overall period for public comment at any meeting. The decision of the board is
134 final. Again, the item(s) in question will remain in their current location in the library until the
135 appeal process has been completed.

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137 Once the reconsideration process has been completed for a specific resource, the resource will
138 not be reconsidered again for 2 years after completion of the process.

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