

# MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICIES

## Purpose

The purpose of this policy is to guide the Director in the selection and withdrawal of materials as well as to inform the public about the principles upon which selection judgments are made.

## Definition

"Selection" refers to the decision that must be made either to add materials to the collection or to retain material already in the collection.

## Objectives

The goal of the policy is to provide a well-balanced and broad collection of materials for all age groups; to provide diverse material types based on demand of the citizens; to provide materials for the education and recreation of the community.

## Responsibility

The responsibility of selection and withdrawal rests with the Library Director who operates within the framework of policies determined by the Library Board.

## General Principles

1. Basic to this policy is the [Library Bill of Rights](#) as adopted by the [American Library Association](#). The Library Bill of Rights affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:
  - Books and other resources should be provided for the interest, information, and enlightenment of all people with the District. Libraries should provide materials and information presenting all points of view on current and historical issues.
  - Libraries should challenge censorship in the fulfillment of their responsibility to provide information.
  - Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
  - A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
  - Public Meeting Rooms should be available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. Responsibility of the reading habits of children rests with the child's parent(s) or legal guardians. Selection should not be inhibited by the possibility that books may inadvertently come into the possession of children.
3. Selection of material of a sexual nature should be made on the basis of whether a book presents life in its true proportions, whether characters and situations are realistically presented, and whether the book has literary value.

## Specific Principles

The following principles will be used to aid the selection process:

- Accuracy and impartiality
- Attention of critics, reviewers, and the public
- Subject matter
- Cost
- Currency of information
- Encouragement of the joy of reading
- Local importance and/or historical value
- Physical durability and quality of the format
- Reputation of the author or publisher
- Quality of organization, readability and style
- Uniqueness or special features
- Budget

**Non-book Purchases**

Non-book materials will be governed by the same principles and criteria applied to book purchases, including all media, realia and electronic sources.

**Gifts**

The library accepts gifts that will be added to the collection if they meet the same standards as those required of purchased materials. (See [Gift Policy](#))

**Requests**

All requests and suggestions will be considered using the selection principles described in this policy.

**Textbooks**

Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks should be purchased for the collection when they supply the best or only information on a specific subject.

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**Withdrawal of Material**

Discarding or weeding of materials is the best and most economical utilization of space. Weeding is selection in reverse and enhances the reputation and reliability of the collection. Materials may be withdrawn on the basis of the following:

- Condition - worn, damaged, or soiled items
- Currency - materials containing obsolete or inaccurate information
- Demand - items no longer used

**Objection of Material**

In all instances the Library defends the principles of the [Freedom to Read](#) Act and use of library materials. No materials are judged on the basis of the author's race, nationality, or political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or sections.

Customers may request reconsideration of a book previously selected by use of the "[Request for Reconsideration](#)" form. The Library Director will review the request, add the request to upcoming Board meeting, and notify the customer of the outcome of the consideration.

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