

## Public Library of Union County

<b>Title</b>	Materials Selection Policy
<b>Date of Adoption</b>	05/14/2012
<b>Approved By</b>	Public Library of Union County Board of Trustees
<b>Last Reviewed/ Revised Date</b>	Format revised, May 1, 2022

### PURPOSE

The Public Library for Union County exists to serve the needs of residents for information, education, enrichment, leisure, and recreation. The primary goal in selecting materials is to maximize the use of collection development funds by investing in materials that will encourage high usage. The Board of Trustees recognizes the philosophy of materials selection set forth in the American Library Association's *Library Bill of Rights* and affirms that libraries are forums for information and ideas.

### SCOPE

### POLICY

#### I. Responsibility for Selection of Library Materials

Final authority for the determination of the policies in this document is vested in the Library's Board of Trustees. The Board of Trustees has delegated responsibility for selection to the Director of The Public Library for Union County, who in turn may delegate collection development and maintenance to designated staff members. It is the duty of each staff member to use his or her expertise in making and evaluating selections.

#### II. Criteria for Selection

##### A. PRINT/MEDIA

Selection is a process involving knowledge of the community and library users, as well as publishing and reading trends. Criteria to be considered in final selection of materials may include the following:

- Public demand

- Accuracy and authority
- Importance of subject matter
- Timeliness
- Reputation/significance of the author/composer/producer, etc.
- Reputation/significance of the publisher
- Relevance to community needs and interests
- Quality of presentation
- Reviews and recommendation from reputable professional resources and review periodicals
- Affordability
- Availability of the material elsewhere in the area (library system, district, or state)
- Variety of ideas, viewpoints, reading levels, and formats

## **B. ELECTRONIC**

Online resources expand access to information beyond the library's physical collection. Electronic materials play an increasingly important role in the Library's collections and are selected in accordance with this Materials Selection Policy. They include, but are not limited to, CD-ROMS, web sites, Internet based tools, databases, downloadable audio and eBooks, and downloadable and streaming music and video.

The focus is on providing electronic resources designed to meet basic research and information needs to a significant segment of library users. The print collection will not necessarily attempt to duplicate information available via online databases or readily available from standard Internet resources.

### **General Considerations:**

- Follow conventional selection criteria for other formats
- Represent materials useful to a significant segment of the Library's users
- Reflect current curricular and/or research needs
- Provide improved access to, or complement the content of, current library collections
- Avoid duplication of materials in other or similar formats
- Ease of use/access
- Clearly stated scope of content
- Documented, accurate and verifiable content
- Easily identifiable target audience
- Clear and helpful headings and annotations
- Rapid connectivity
- Useful graphics that provide content support
- Easily identifiable authority with contact information

- Consistent and timely updates

**Specific considerations for CD-ROM and Online Subscriptions:**

- Licensing agreements/copyright restrictions
- Multi-user access
- Hardware/software requirements
- Technical support
- Remote access availability/controlled
- Security
- Cost-effectiveness
- Relationship to print counterpart

**Specific consideration for Internet sites:**

- Stability of website
- Advertising and its impact on content

### **III. Special Collection: Pennsylvania Collection**

The Public Library for Union County houses a special reference collection items dealing with the historical or genealogical aspects of the area and state are included. Gifts to the Pennsylvania Collection should meet gift criteria stated below. The use of rare and scarce items of great value may be controlled only to the extent required to preserve them from harm.

### **IV. Language**

The primary language of the Library's collection is English. Materials in other languages will be considered based on the needs of the community, available funding, and accessibility of resources from other libraries in the system, district, and state.

### **V. Gifts**

- A. Gifts of books and other materials offered to the Library are accepted with the understanding that they will be evaluated on the basis of the Criteria for Selection and those meeting these standards will be incorporated into the collection. All gifts become the property of The Public Library for Union County. Dissemination of remaining materials is left to the discretion of the Director. Library staff will not appraise books or assess the value of donations. The Library reserves the right to use any gift item as it sees fit. New titles acquired as gifts are subject to the basic Criteria for Selection, as well as the following:
- The original publication date should be within the last two years or have continued relevance to the community or subject area
  - Items should be in very good to like new condition, free of any damage

- Monetary donations intended to expand the library's collection (typically as a memorial or honor to an individual or group) will be used as library staff sees fit. Donor's subject or collection area suggestions are taken into consideration, but final decision rests with the Director.

B. Donating a collection of materials requires special consideration and arrangement, which should be made by the Director.

## **VI. Maintenance of Materials**

To maintain a useful, authoritative, and easily browsed collection, library staff will regularly and systematically evaluate the collection and its usage. Staff will assess the usefulness, accuracy, and condition of materials, and withdraw items that are damaged, worn, or outdated. Materials may be withdrawn if they evidence little or no circulation, are superseded by an available or superior work in the same subject area. Items are also withdrawn from the collection database when they are reported as lost and paid or as missing for at least six months. Availability of material elsewhere in the library system, district, or state will be taken into consideration when assessing the collection.

Withdrawn materials may be discarded, sold, or donated to other outlets.

The Library welcomes suggestions from users for titles to purchase as additions to its various collections. All suggested titles are considered according to the criteria outlined in the Materials Selection Policy.

## **VII. Request for Reconsideration of Materials**

Individuals may recommend titles for removal from the collection by filling out the *Request for Reconsideration of Library Materials* form available to patrons at each public service desk. Individuals may make a request after reviewing the item and the Materials Selection Policy, as well as the American Library Association's Library Bill of Rights, Free Access to Libraries for Minors statement and the Freedom to Read statement, as well as the Freedom to View statement of the American Film and Video Association found in the appendix of this document. No complaint will be considered unless it is properly submitted and the individual affirms that he or she has read all the indicated documents. The questioned material shall remain in use during this process. The final decision on material reconsideration rests with the Library Board of Trustees.

## **VIII. Access**

The Library staff and Board of Trustees consider reading, listening, and viewing to be individual, private matters. Full, confidential, and unrestricted access to information is essential for all library users. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire shall not be restricted. Only parents and guardians have the right and

responsibility to guide the reading, listening, and viewing of their own minor child(ren). The Library does not stand in place of parents.

The Library collection will be organized, marked, and maintained to aid users in finding desired materials. Labeling, alteration, or sequestering of materials because of controversial subject matter will not be sanctioned. All library card holders have open access to any materials in any department of the library.

#### **A. Children's Materials**

Materials in the Children's Library serve the wide range of needs and interests of children from birth to age 11, and their families and caregivers. Selection criteria in the Children's Library includes the developmental, educational, and recreational needs of the age group, as well as the Criteria for Selection. Materials are sought to engage youth in both familiar and new ideas, to encourage reading for pleasure, and to support information literacy.

#### **B. Teen Materials**

The Library provides materials to meet the needs and interests of youth ages 12 to 18. The Teen collection offers materials that encourage teens to read for education and pleasure, to aid in the completion of school assignments, to increase their self-awareness and understanding of the world around them, and to support their transition from childhood to adulthood. An emphasis is placed on providing a wide range of popular materials at various comprehension levels, in various formats, including electronic resources and on a wide variety of subjects covering diverse viewpoints.

#### **C. Inter-Library Loan**

The use of Inter-Library Loan (henceforth referred to as ILL) is meant to expand the range of materials available to library users. The ILL process can have the following effects on the collection development process:

- Materials published in the current calendar year will be considered for purchase, as they are generally not accessible through ILL.
- Subject areas authors or series with a high number of ILL requests will be taken into consideration for collection development.

#### **D. Copyright and Fair Use**

Library users are responsible for using library materials in accordance with copyright and fair use laws and guidelines.

### **IX. Policy Review Statement**

This Materials Selection Policy will be reviewed every five years or as circumstance requires.

## **DEFINITIONS**

## **RELATED POLICIES AND OTHER REFERENCES**

American Library Association's *Library Bill of Rights*

American Library Association's Freedom to Read statement

American Library Association's Free Access to Libraries for Minors statement

American Film and Video Association's Freedom to View Statement supported by the American Library Association

Request for Reconsideration of Library Materials form

## **WEBSITE ADDRESS**

## **HISTORY OF UPDATES**