

## **MATERIALS SELECTION POLICY**

Board Approved: 10-18-2018

### **Objective**

This policy defines the Community Library Network's responsibility to establish and maintain a balanced and diverse collection of materials that meet the informational, educational, and recreational needs of our residents.

### **Responsibility**

The elected Board of Trustees is ultimately responsible for the selection of materials and approves this policy. The Board of Trustees delegates to the Director the responsibility of appointing library professionals who are qualified by education, training, and experience to select relevant materials. The Collection Development Librarian, with the help of other staff, develops and maintains the collection.

### **Intellectual Freedom**

The choice of library materials is an individual matter and, while anyone is free to reject for his or herself materials of which they do not approve, he/she cannot exercise censorship to restrict the freedom of use and access to others. The responsibility for use of library materials by minors rests ultimately with their parents or legal guardians.

The Community Library Network seeks to provide a balanced collection representing a wide range of viewpoints, including controversial issues that may be objectionable to some individuals. The purchase of controversial items does not constitute endorsement of the views expressed.

The District subscribes to the Freedom to Read Statement and the Library Bill of Rights adopted by the American Library Association. These documents are an integral part of this policy and are attached.

### **Review Process**

The Community Library Network seeks to purchase a wide range of materials in a variety of acceptable formats. The selection of materials is generally made by library staff based on our mission statement and accepted goals and priorities, published reviews, recommendations from library users, availability of materials at other libraries, item's relation to existing collection, use analysis, space, price, and staff judgment and expertise.

### **Selection Criteria**

The Community Library Network uses several criteria to determine the addition of an item whether purchased, requested, or donated.

- Authority and competency of presentation, author, or publisher
- Favorable reviews and inclusion in reputable resources such as professional or trade journals
- Relation to existing collection

- Adequate standards of quality and durability in content, format, and physical appearance
- Current usefulness or lasting value
- Popularity and user demand, including hold demand counts on materials selected by other libraries in our consortium (CIN)
- Availability of materials through other libraries (Interlibrary Loan) or electronic resources
- Space requirements
- Appropriateness of subject and style for intended library users
- Representation of trends, subjects, or genres of local or national interest
- Price
- Format

### **Withdrawal of Materials (Weeding)**

The Community Library Network attempts to keep its entire collection in a condition that is attractive and inviting to the user. The Collection Development Librarian and other staff use the CREW (Continuous Review and Evaluation for Weeding) method to keep the collection weeded. Criteria for selecting materials for withdrawal include:

- Damage and poor condition
- Duplicate copies in the collection
- Obsolete information or format
- Lack of use or space
- Availability from other sources
- Community relevance

### **Gifts**

The Community Library Network welcomes donated books and other materials that are in good condition. Donated items may be used or disposed of in any way deemed appropriate and no conditions by donors can be made on materials donated. Donations are evaluated using same criteria as purchased items. A receipt may be given to donors if requested with a number of items donated but no assessment of value will be made by library staff.

### **Reconsideration of Material**

Any library user who concludes that a specific item does not meet the guidelines set forth in this policy may fill out a Citizen's Request for Reconsideration of Material form. The completed form will be given to the District Director who will review the form for evaluation and recommendations. If additional action is warranted, the Citizen's Request for Reconsideration of Material form will be submitted to the Board of Trustees for final action. The patron will be notified of the outcome.

### **Review of Policy**

This policy will be reviewed and revised every three years or updated as necessary. Approved by the Community Library Network Board of Trustees, October 18, 2018.