

## **MATERIALS SELECTION**

The Library will provide citizens with free and equal access to the printed and recorded word and to the visual image. However, because no public library can afford to acquire or to house all materials available to libraries, a selection process must take place.

### **PHILOSOPHY**

To support the mission of the Jefferson-Madison Regional Library, library materials are selected and made accessible to the public. The Board of Trustees adopts this materials selection policy to guide librarians and to inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating goals and indicating boundaries will assist in choosing from a vast array of materials available.

### **GUIDELINES FOR SELECTION AND USE OF MATERIALS**

1. The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work or in relation to building the Library's collections and to serving the interest of all individuals and groups in the region. Different viewpoints on controversial issues will be acquired including those that may have unpopular or unorthodox positions.

The criteria for selection of materials for the Library's collections will include the following:

- relevance to community needs and interests
  - quality of writing/production
  - importance of subject matter
  - timeliness
  - authority, significance, and/or reputation of the author, artist, publisher, or producers
  - readability, clarity, and/or ease of use
  - format, cost, and availability
  - public demand, through direct request and analysis of existing collection
  - evaluation of reviewers in trade and professional publications and critics in the popular press, or inclusion in standard bibliographies.
2. The Library acknowledges the purpose and existence of other libraries in the Jefferson-Madison Regional Library region and will not unnecessarily duplicate functions and materials.
  3. The Library acknowledges a particular interest in local and state issues. Publications of the City and County governments and tax-supported agencies within the region are deemed to be of interest to the public and necessary to an informed electorate. The Library will collect and retain local documents in print and/or provide access electronically as appropriate.
  4. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading abilities, it will always seek to select materials of varying complexity.
  5. Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from

injury or theft. The use of rare and scarce items of great value may be controlled only to the extent required to preserve them from harm.

6. Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
7. The selection of materials for the Jefferson-Madison Regional Library is the responsibility of the Collections Manager.

## **GIFTS**

The Library accepts gifts of library materials for consideration as additions to its collections. Gifts are subject to evaluation according to the same selection standards as materials considered for purchase. The Library reserves the right to use any gift as it sees fit. Upon acceptance, all gifts become the property of the Library.

Gifts of library materials of local authors are subject to the same criteria as all items reviewed for addition to the Library's collections.

Materials of local historical or genealogical interest pertaining to the Library's service area will be accepted as follows:

- published histories of a general interest
- deed books, birth, marriage and death records
- census records
- church and cemetery records

Donors of family histories and other items not listed above will generally be referred to local historical societies.

Ephemera of any type (e.g., pamphlets, flyers, or other short-lived printed material) will not be accepted.

The Library does not attempt to acknowledge acceptance of every gift it receives but will provide acknowledgement upon request of the donor.

## **MATERIALS FROM NON-LIBRARY SOURCES**

The Library does not accept either permanent or temporary loan of materials from any source. Individuals or organizations wishing to have materials available at the Library may submit them for review as gifts. The policies, standards, and procedures for gifts will apply.

## **REQUEST FOR PURCHASE CONSIDERATION**

The Library welcomes suggestions from library users for titles to purchase as additions to its various collections (print books, digital content, periodicals, and audiovisual materials). All suggested titles are considered according to the criteria outlined in the Materials Selection Policy.

Not all titles suggested will be purchased. Library users may request notification of the Library's decision regarding the purchase of suggested items.

## **REQUEST FOR RECONSIDERATION**

Any library user has the right to request reconsideration of an item in the collection. REQUEST FOR RECONSIDERATION forms (JMRL Form: Section 4.12) are available at each public service desk. The Library supports the American Library Association's (ALA's) Bill of Rights, Freedom to Read, Free Access to Libraries for Minors, and Freedom to View Statement.

## **WITHDRAWALS/DISCARDS**

The Library uses weeding as a collection development tool. Its purpose is to maintain, throughout the system, library collections of high quality that are appropriate in size to the capacity of their locations and that are current, accessible and appealing to users.

Items are withdrawn from the collection when they are dated, worn, or damaged beyond repair, or if interest in a title or subject has decreased. Withdrawn items will be disposed of through book sales, recycling, or donations. Items deemed unfit for sale or donation will be discarded.

Items are withdrawn from the collection database when they are reported as lost and paid, or are missing for at least one year.