

MATERIAL SELECTION POLICY

The purpose of the Materials Selection Policy is to guide Silver Bay Public Library in the selection and purchase of books and other media for use by patrons and to ensure that the library maintains a collection of sufficient depth and breadth to provide for the interest, information and enlightenment for all those in the library's service area.

General Principles

Libraries have a basic responsibility for the development and maintenance of intellectual freedom. The Silver Bay Public Library does not promote particular beliefs or views. Widely diverse points of view will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. Materials are not marked to show approval or disapproval of contents and no materials are sequestered except to protect valuable items from injury or theft.

The administrative responsibility for selection of library materials rests with the Library Director who implements the Materials Selection Policy approved by the library's Board of Trustees. "Selection" refers to the decision that is made to add a given title to the collection or withdraw one already in the collection. Materials are chosen, within budgetary limits, to inform, entertain and inspire with sufficient scope, depth, relevance and accuracy to enrich lives through the stimulation of reading, listening or viewing.

The Silver Bay Public Library protects individual's First Amendment rights and subscribes to the principles of the American Library Association's Library Bill of Rights, Freedom to Read, Free Access to Libraries for Minors and the Intellectual Freedom Statement which guide the acquisition and management of collections. Among these principles is recognition that:

- A person's right to use a public library shall not be denied or abridged because of origin, age, background or views.
- A public library shall not allow itself to be subjected to censorship and shall resist abridgment of free expression and free access to ideas.
- Individuals are free to reject materials for themselves which they do not approve. They may not restrict the freedom of others to read, listen and view any and all materials within any guidelines set by the library.

Selection of library materials will not be limited by the possibility that it may come into the possession of minors. The responsibility for the reading of minors rests with their parent(s) or legal guardian(s). The library staff does not serve *in loco parentis*. It is the parent(s) and only the parent(s) or legal guardian(s) who may restrict their children's access to library materials. Except for the transfer of discarded materials to other library collections or the Friends of the Public Library and release of materials to recycling services, the library does not give or sell materials from its collection to individuals or organizations.

Responsibility for Selection

The Silver Bay Public Library Board determines the collection policy. The responsibility for administering this policy rests with the Director. All staff members have input into material selection according to their areas of responsibility and interest.

General Selection Criteria

Patron's use of materials, in all formats, is the most powerful influence on the library's collection. Purchase of new titles and removal of old materials are both influenced by the ALA weeding process, current and historic circulation and interest. In addition, number of holds placed and patron requests are closely monitored and directly influence the purchase of additional copies of

high demand titles. Selection decisions take into consideration the following:

- Relevance, present and potential, to community needs. The library endeavors to obtain materials pertaining to local matters – civic, cultural, artistic, educational, recreational and historic.
- Topicality or the importance of material as a document or recording of the times as well as relation to the existing collection and other materials on the subject. An effort is made to include significant works to illuminate the different and important sides of issues.
- Literary merit i.e. reputation and significance of author, editor and illustrator.
- No item will be excluded because of the race, religion, nationality, gender, sexual orientation, political or doctrinal beliefs or personal history of an author.
- Current or historical significance of the author or subject.
- Popular demand.
- Contemporary significant or permanent value.
- Scope and authority of the subject matter.
- Relationship to the existing collection and to other materials on the subject.
- Availability/scarcity of material in the subject area.
- Format and arrangement.
- Price and availability.

Materials Donation

Donated materials will be added to the collection if they meet the above selection criteria. Donations accepted for the collection become the property of the Silver Bay Public Library. Donated materials will be disposed of according to the DONATIONS policy.

Maintenance of Collection

In order to maintain a vital, current collection, examination of materials is done through an ongoing process. Maintenance, overseen by the Library Director, of the collection includes mending, discarding (weeding) and replacement.

Mending:

The library mends books that are damaged when we can. Items are mended when staff can return them to attractive, usable physical shape in a reasonable amount of time with a reasonable amount of resources.

Replacement:

Items are replaced with a new copy if they are essential to the collection and in print. This includes items that have missing or cut pages. Items with permanent markings on the cover or pages and dirty, stained, gummed, moldy, or water-damaged.

If the damage can be attributed to a specific patron they will be billed for the book.

Weeding:

The staff will evaluate materials for replacement and/or discard on an ongoing basis, using the CREW method of evaluation. This process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the collection:

- M=Misleading (and/or factually inaccurate)
- U=Ugly (worn and beyond repair)
- S=Superseded by a truly new edition or a much better book on the subject
- T=Trivial (of no discernable literary or scientific merit)
- I=Irrelevant to the needs and interests of the community
- E= The material may be obtained expeditiously elsewhere through interlibrary loan or

reciprocal borrowing

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors. Generally items that have not circulated within the past 3-5 years should be weeded to make room for new materials of interest to patrons. However, weeding decisions ultimately depend on the professional judgment of the staff. While MUSTIE formula may be used as a guide in making weeding decisions, these guidelines can and should be adjusted to meet the needs of the library.

Books and other materials may be placed in the annual Friends of the Library book sale.

Interlibrary Loan Cooperation

Allowing for budget and space limitations, the library cannot provide a copy of all materials published, but it recognizes the right of persons to access those materials. Materials not owned by the library may be borrowed through regional and state-wide established interlibrary loan channels.

Patrons Rights and Responsibilities

The library respects the right of persons to express their opinions, negative as well as positive, with respect to materials purchased by the library. Individuals or groups who wish to discuss the unavailability or availability of particular materials or to discuss the implementation of this policy have the right to:

- Discuss their issue, concern or request with the Library Director.
- Request an opportunity to present issues, concerns or wishes to the Board of Trustees. Written requests submitted via the REQUEST FOR RECONSIDERATION form will be placed on the next board meeting agenda and a written reply made within thirty days. Decisions by the Board of Trustees shall be reflective of its commitment to the ALA Library Bill of Rights and the Materials Selection Policy.