

## MATERIALS SELECTION POLICY

### **Objectives:**

The objective of the Hazard Library Materials Selection Policy is to guide staff and inform the public about the principles upon which selections are made.

The library sets as its major goal in materials selection to make available to all individuals in the community materials that will aid them in the pursuit of information, education, research, pleasure and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy to meet our community's interests and needs.

Materials not available in the library may be obtained through interlibrary loan.

### **Definition:**

The word "materials" has the widest possible meaning. It may include but not be limited to books, pamphlets, maps, manuscripts, videos, DVDs, books on tape and CD, on-line databases, magazines and journals, and newspapers.

### **Responsibility For Materials Selection:**

The ultimate responsibility for selection of materials rests with the Library Director.

The Director may authorize other staff to apply this policy in building the library's collection.

### **Criteria for Selection:**

The library supports intellectual freedom and as such has adopted the ALA Library Bill of Rights. (attached)

Basic principles that are applied in selection:

Individual merit of each item (Includes binding, format, quality of content)

Popular appeal/demand

Existing library holdings

Budget considerations

Space considerations

Special consideration is given to books of local history and by and about Quakers and Quakerism

**Selection Tools:**

Reviews are a major source of information about new materials. Many different sources are used to look at the reviews. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title. Materials are judged on the basis of the work as a whole.

Annual lists of recommended titles, publishers' catalogs, patron requests, Amazon web site, and the New York Times Book List are also consulted.

**Challenged Materials:**

All materials are carefully selected. There may however be differences of opinions regarding suitable materials. Patrons who have a complaint or concern about library materials must first discuss their concern with the Library Director. If a satisfactory resolution of the complaint cannot be reached, the librarian will ask the patron to put the complaint in writing. The Library Director will then submit the complaint with the item(s) to the Board of Trustees for the final decision. A written response will be given to the patron. The item under review will remain in the collection until the Board of Trustees has reached a decision.

Responsibility for the reading, listening and viewing of library materials by children rests with their parents or legal guardians. Selection of library materials will not be limited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents.

**Gifts:**

Hazard Library accepts and appreciates gifts and donations.

The library accepts gifts of materials with the understanding that they will be added to the collection if needed appropriate and/or space for them. Materials that are not added to the collection with the permission of the donor will be put in the Hazard Library Annual Book Sale or given to other libraries.

Gift books will have a suitable bookplate placed in the book. Specific books can be ordered for the library in honor or in memory of a person at the request of a patron if the request meets the criteria established by the Board in this policy. We encourage donors to discuss their ideas with the library director before purchasing. If no titles are requested, the director will make the book selection.

The library does not appraise the value of donated materials, though it will provide a receipt of the donated items upon request. The receipt will state the number and type of donated items and be signed by staff or the desk volunteer.

**Collection Maintenance:**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process, which is referred to as “weeding”. Space in our library is a major issue.

The following points are considered when we discard material:

**Circulation:** Items for which demand has decreased and which circulate infrequently are considered for withdrawal.

**Condition:** Items that are shabby and unattractive are removed and perhaps replaced.

**Currency:** Materials are discarded when the information or presentation becomes inaccurate or dated in content or appearance.

This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board. Withdrawn materials will be put in the Hazard Library Annual Book Sale.

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