

MATERIALS SELECTION POLICY

Mission Statement:

The Library will provide resources and services to support and fulfill the educational, informational, and recreational needs of our community.

The Role of the Library

The role of the Library is to provide for the needs of our community by acquiring, classifying, organizing, and making available materials and services to our community using the criteria listed in this policy.

The Purpose of the Materials Selection Policy

The Materials Selection Policy guides staff decisions for selection, retention, and removal of materials and resources in the library collection. It informs the public of the principles on which those decisions are based and is consistent with the library's mission and goals.

Scope of Materials

The Library strives to develop and preserve a library collection that serves the needs, values, and interests of the community. The scope of the collection will offer a variety of materials to sufficiently cover a choice of format, age appropriateness, and genres.

Responsibility of Selection of Materials

The ultimate responsibility for the selection of library materials lies with the Director of the Library. The Director may delegate the actual selection and weeding of material to qualified library staff, known as selectors.

All selectors will adhere to the objectives and principles outlined in this policy.

The selectors may apply their knowledge and expertise in making selection decisions; however, the selection of materials will be attentive to the library's community rather than a reflection of the views and interests of the selectors.

Library staff and patrons may make suggestions for selection inclusion. A regard for the interests, concerns, and needs of the community being served will be the central focus of all Library selections.

Selection Committee

The committee may consist of the following five (5) members:

- A. The Director of the Library
- B. The Manager of the Library
- C. Two (2) members of the Library staff
- D. One (1) Library

Selection Criteria

All materials for the Library, whether purchased or donated, will be considered for selection using the criteria below.

- Supports the Library Mission Statement
- Supports the community Interests
- Accuracy of Information
- Literary quality
- Technical quality
- Contemporary significance with permanent value
- Reputation of author, publisher, editor, producer, or illustrator
- Condition of physical materials
- Format
- Circulation rates
- Budgetary considerations, cost, and availability

Gifts and Donations

Monetary donations and material donations are appreciated and accepted at the Library. Adherence to this Material Selection Policy will determine whether an item is added to the collection.

Selection Request for Purchase

The Library welcomes suggestions of specific titles to be added to the collection. A patron may complete the **Request for Purchase of Library Materials** form. Patron requests will be evaluated for selection using the Selection Criteria listed in this policy.

Selection Request for Reconsideration

Library patrons wanting to recommend the removal or reclassification of a specific item in the collection may submit the **Request for Reconsideration of Library Materials** form. The item will be reviewed by the Library Selections Committee according to the following sections of this Policy: the Library Mission Statement, the Role of the Library, the Scope of Materials, the Responsibility of Selection of Materials, and the Selection Criteria.

Weeding

Removal of materials is an aspect of inventory management which must be regularly conducted. Materials must maintain relevance, accuracy, and proper condition to remain in the Library collection. Materials withdrawn from the collection will be offered to the Taneyhills Library Used Book Store or recycled.

This weeding process will be the responsibility of the Library Manager and staff.
For more detailed information, please see **Library Collection Weeding Policy**.

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