

Brookings Public Library Policy:	Title: Materials Selection Policy	
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I. PURPOSE

The purpose of this policy is to guide the library staff in the selection of materials and to inform the public about the principles upon which selections are made. This statement was approved and adopted by the Brookings Public Library Board, which assumes full responsibility for all legal actions that may result from the implementation of any policies stated herein.

II. POLICY

The aim of the Brookings Public Library is service to all community members. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the Brookings Public Library's broad purpose. More specifically, it helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All printed and non-print materials are selected by this library in accordance with these basic objectives.

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III. DEFINITIONS

- A. Selection: deciding whether or not to add a specific item or types of materials to the collection based on criteria outlined within the Collection Development Policy
- B. Materials: printed or non-print items such as books, CDs, DVD, etc.

IV. ADMINISTRATION

RESPONSIBILITY FOR MATERIALS SELECTION:

- A. The Library Board adopts as part of its policy the following paragraphs from the Library Bill of Rights:
 - 1. As a responsibility of library service, books and other library materials should be chosen for values of interest,

information, and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.ⁱ

- B. Final responsibility for selection of library materials is and shall be vested in the Director of Library Services. However, the Director may delegate, to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. Any library materials so selected shall be held to be selected by the Board. Unusual problems will be referred to the Director for resolution.

V. CRITERIA FOR SELECTION

- A. Certain factors influence the selection of library materials. Among these are:
 1. The authors reputation and significance as a writer
 2. The importance of subject matter to the collection
 3. Availability of material in other libraries or in print
 4. Timeliness or permanence of the item
 5. Authoritativeness
 6. Attention of critics, reviewers, and general public
 7. The currency of information in rapidly changing fields
 8. Popular appeal including nature and frequency of patron requests
 9. Format, including possibility of rebinding, as well as type
 10. Price
 11. Level of materials funding
- B. Staff will select materials from general to specialized review media, trade publications, publishers' and booksellers' catalogs, websites, blogs, in response to Library users' requests, and from inspection of the material itself when possible. Review sources currently purchased by the Library include:
 1. Booklist
 2. Library Journal

3. Publisher's Weekly
4. Hornbook
5. School Library Journal
6. New York Times Book Review

- C. Any citizen of Brookings County may recommend materials for selection consideration by the Library. The Director and their staff will consider such recommendations with the same evaluative criteria established above. Such recommendations shall be made in writing on forms developed by the Librarian.

VI. SCOPE OF THE COLLECTION

- A. To meet the information and recreational needs of the general public, the Library collects materials in a variety of formats including books, graphic novels, periodicals, newspapers, microfilm, audiodiscs, videodiscs, e-books, and e-audiobooks, and others. Formats are chosen for durability, ease of use, and appropriateness of format to subject area. In some circumstances, the same work may be acquired in more than one format. Formats include:
- i. Monographs – These will be ordered in hard cover, trade paperback, and mass market paperback. Special bindings are purchased where appropriate (e.g. board books for young children.)
 - ii. Periodicals –These cover a wide range of subject areas, interests, and reading levels. Preference is given to titles that are indexed.
 - iii. Graphic novels may be fiction or nonfiction and are primarily pictorial, with text and dialog working together to tell the story or provide the information. The Library collects in graphic novel format for all audiences: children, teens, and adults.
 - iv. Newspapers –Regional newspapers are purchased with emphasis on larger cities in South Dakota. At least one national newspaper subscription will be purchased.
 - v. Microfilm materials –The U.S. Census materials are purchased in microfilm. Other historical items may be microfilmed for preservation purposes.
 - vi. DVDs – an emphasis is placed on items with above average ratings or great patron demand.
 - vii. Audiobooks – Unabridged books (on compact disc, MP3 disc, Playaway or downloadable) are preferred with titles that are highly recommended or that reflect borrowing patterns of popular titles selected.

- viii. Compact discs (CDs music) – Reviewed items of above average ratings, that reflect borrowing patterns or round out the core collection are selected.
 - ix. Card and board games – An emphasis is placed on items with above average rating (boardgamegeek.com) award winners (es. Spiel des Jahres) or great patron demand.
 - x. Materials in new technologies are added when they provide additional information, substantial ease of access, or significant demand by patrons.
- B. Children’s materials are collected to serve the needs of young people from infancy through the sixth grade. The Young Adult collection will include materials that address the needs of young people in grades six through twelve.
- C. Electronic resources enhance the Library’s collections by providing convenient access to expanded and consolidated information. While all criteria relevant to the selection of materials in traditional formats apply to electronic resources, some additional criteria must be considered:
- i. Ease of access and number of access points
 - ii. Hardware and software requirements, including maintenance
 - iii. Vendor support and contractual requirements
 - iv. Comparison of content with other formats available
 - v. Networking capabilities
 - vi. Ownership of product
 - vii. Staff training and/or client assistance requirements.
- D. The Library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and state and shall not needlessly duplicate functions and materials.
- E. The Library acquires textbooks and other curriculum-related materials when such materials serve the general public.
- F. The Library acknowledges a particular interest in local and state history; therefore, it will seek to acquire state and municipal public documents, and it will take a broad view of works by and about South Dakota authors as well as general works relating to the State of South Dakota, whether or not such materials meet the standards of selection in other respects. However, the Library is not under any obligation to add to its collections everything about South Dakota or produced by authors, printers, or publishers with South Dakota connections if it does not seem to be in the

public interest to do so.

G. The Library will acquire:

- i. Aids to genealogical research such as general introductions that orient the patron to the subject of genealogy; and guides to genealogical information that tell a patron how to find various kinds of source material and provide helpful information concerning its interpretation and use.
- ii. Source material of a local nature only, including;
 1. Primary sources (census schedules, telephone books, city and county directories.)
 2. Secondary sources (local histories of a state, county or municipality)

H. Inclusion of an item in the collection is not to be considered an endorsement by the Library.

I. Materials Donations: Unconditional gifts, donations, and contributions to the Library may be accepted by the Director on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

Generally, collections of books and other materials with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collections ill not be accepted.

The same standards of selection will govern the acceptance of gifts as govern purchase by the Library. If material is useful but not needed, it may be disposed of at the discretion of the Director.

VII. MAINTAINING THE COLLECTION

A. Systematic withdrawal of materials is necessary in order to maintain the collections. Reasons for collection weeding include:

- i. To improve the collection
- ii. To save space and money
- iii. To save time
- iv. To make the Library more appealing
- v. To provide feedback on the collection's strengths and weaknesses.

B. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or number of loans in the last five years, and the age of the material as misinformation factor, especially in the area of the sciences. Library staff members are to the thoroughly instructed

with regard to the necessity for discarding books and library materials.

- C. Withdrawn materials are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, and demand for the title.
- D. At least 25% of the collection will be reviewed for weeding each year, so that the entire collection can be weeded once every four years.

VIII. CENSORSHIP

A. The selection of library materials is predicated on the library patron's right to read, view, or listen and their freedom from censorship by others. Many items are controversial and any given item may offend some persons. Selections for this Library will not be made on the basis of anticipated approval or disapproval but solely on the merits of the materials in relation to the building of the collection and serving the interests of the readers. This Library holds censorship to be a purely individual matter and declares that – while anyone is free to reject for themselves books and other materials of which they do not approve they cannot exercise the right of censorship to restrict the freedom of others.

~~B.~~ With respect to the use of library materials by children, the decision as to what a minor may read, view, or listen to is the responsibility of their parent or guardian. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.ⁱⁱ

~~B.C.~~ Materials from circulating collections will not be placed in a closed collection to limit access. Cautionary labels will not be added to materials.

~~C.D.~~ It is also the right of any citizen-of Brookings-active library card holder to question any library material selected by the Brookings Public Library since opinions may differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the Director and shall be specific as to title and nature of the material being questioned (See Citizen's Request for Reconsideration of Materials and Displays Policy and Procedure.)

ⁱ American Library Association (ALA). Library Bill of Rights (adopted June 18, 1948; amended February 2, 1961, and June 27, 1967 by the ALA Council).

ⁱⁱ Policy includes American Library Association Resolution on Challenged Materials (adopted July 22, 1974 by the ALA Council)