

**POLICY: MATERIALS SELECTION & COLLECTION MANAGEMENT POLICY****Approved: September 14, 2010****Revised: June 23, 2015, September 28, 2021, June 27, 2023**

Library materials are selected to support the mission of the library and for the general interest, information, and enlightenment of all people in the library district. Every effort will be made to represent all points of view concerning the problems and issues of our times. The library will adhere to and defend the principles detailed in the Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association. Library materials shall be removed from the collection only as part of the collection management process, under the orders of a court of competent jurisdiction, or by action of the Webster County Library (WCL) Board of Trustees.

**PROCEDURES**

1) Library material selection is and shall be vested in the Director and may be delegated to staff members qualified by training, interest, or job classification. Ultimate responsibility for selection, as for all library activities, rests with the Director, who operates within the framework of policies determined by the WCL Board of Trustees (the "Board").

2) Selection of library materials shall be made on the basis of their value of interest, information and enlightenment of all people of the library district system. All sides of issues will be represented, if possible. Library material shall not be excluded because of the race, gender, nationality, or political, ethical, or religious views of the creator. Staff shall not withdraw material because it contains controversial or unpopular opinions.

3) Libraries must meet the diverse needs of everyone in their community. They cannot overrule the rights and responsibilities of individuals by deciding who does or doesn't have access to library materials. While patrons are free to reject for themselves materials of which they do not approve, they cannot exercise this right of self-censorship to restrict the freedom of access for others.

Parents or guardians are responsible for the choice and use of material for their children. Use of materials includes all resources available at the library, including downloadable e-content, online resources, etc. It is not the responsibility of the Library, Board of Trustees, staff, or volunteers to determine which area or collection of the library is suitable for an individual including minors.

4) Selection is affected by the following factors:

- a) Potential usefulness to the public and/or popular appeal.

- b) Information value - timeliness of the subject matter.
- c) Author or editor, etc. - reputation, authority.
- d) Publisher (or producer) - reputation, authority.
- e) Availability of reviews.
- f) Price.
- g) Date.
- h) Other material available in the community or through consortia borrowing.
- i) Advice of subject authorities.
- j) Whether material is currently in print.
- k) Physical format.

5) General basis for exclusion of materials.

a) Extensive research materials in subject fields expected to be found in special library collections.

b) Textbooks are acquired only if they provide the best source for general background or specialized treatment of a subject.

c) Materials inappropriate for high volume circulation.

6) Gift materials.

The library is grateful for gifts, and its collection has been enriched by contributions from individuals. In accepting a gift, the library makes the following stipulations:

a) The library reserves the privilege of deciding whether the material should be added to its collection. Decisions will be based on the same criteria as selection of new material. Possible reasons for exclusion may include: outdated material with no historical value; duplicate of an item the library already has when an additional copy is not needed; material in poor physical condition which would not justify the expense of processing.

b) The library makes an effort to dispose of gift materials which are not added to the collection, including offering the materials to the public via public sales, which benefit library programs and services. Materials may also be donated to other libraries or educational organizations in the area.

c) The library adds gift material to its collection with the understanding that such material be made an integral part of the collection. No special collection can be set up, no restrictions are permitted as to whether an item may circulate, and no directions as to future

use of it are accepted. The use of gift material is the same as that for purchased material. Gifts may not be reclaimed by the donor after acceptance by the library.

d) Gifts to be used for material purchasing will be accepted according to the WCL Gift Policy.

## 7) Management of the collection.

Staff will not remove materials based on individual bias and interests. The following factors are considered when removing materials:

### a) Contents/Copies of materials:

- i) Duplicate copies where heavy use is not made of a title.
- ii) Areas where there is considerable duplication of subject matter, where it is the intent to build a representative, rather than exhaustive, collection.
- iii) Materials that are outdated due to advances in the field.
- iv) Lack of usage.

### b) Condition/Format of materials:

- i) Books or other materials too badly worn to be mended or used as intended.
- ii) Books missing pages, with mildewed or yellow paper or otherwise damaged.
- iii) Materials in formats that are no longer collected by the library.

## 8) Organization of the Collection.

The library chooses what shelving location is used for library materials using a combination of professional resources and professional judgment. Shelving location is based on a general suggestion of reading ability and/or age but does not designate age appropriateness for any particular individual. Age appropriateness of materials is determined by the patron or the patron's parent or guardian.

WCL's library collections are generally divided into areas for Adults, Young Adults, and Juveniles with further division made by material type, reading level, and subject matter. Suggested ages for these general areas are Adult 18+, Young Adult 13-17, and Juvenile 0-12. There may be some variation or overlap in the age appropriateness of each area. Placement of materials in each area is done by the standard of the average person, applying contemporary community standards, and/or publisher's suggested age range if available.