

## **Section 2: Materials**

### **2.1 Selection of Materials**

#### **1. Objectives of the Selection of Materials**

- A. To provide materials that give information and enlightenment on a wide variety of subjects and for all age groups in the community.
- B. To supply authoritative opinions on important and timely public issues, expressing viewpoints pro and con.
- C. To support and stimulate the educational, intellectual, and recreational needs and interests of the community.
- D. To serve the needs of patrons with special avocations.
- E. To serve the needs of patrons with physical limitations and disabilities.
- F. To encourage the use of library resources among children and young adults.
- G. To provide adequate reference service.
- H. To furnish bibliographic and readers' advisory service to all age groups.
- I. To provide materials for children that will stimulate imagination, mental growth, and the development of an appreciation of good literature.
- J. To provide materials for young adults that will help them find self-realization, widen their thinking, gain knowledge, enrich their lives and help them fulfill their recreational and emotional needs.
- K. To serve the leisure and recreational needs of the older adult.

#### **2. Criteria for Selection**

- A. Significance and enduring value to the existing collection
- B. Popular interest and/or patron requests
- C. Qualifications and reputation of the author, artist or publisher
- D. Currency or timeliness of subject matter
- E. Cost
- F. Quality of format
- G. Support of school curricula
- H. Attention from critics, reviews and the public
- I. Representation of a unique or balancing point of view
- J. Accuracy and authenticity of scientific or historical fact
- K. Availability of materials in other SWAN libraries
- L. Ease of access and use

The Library provides resources in languages other than English that reflect the predominant languages spoken in the community.

The number of copies purchased varies with the expected use of any item. As demand for an item is demonstrated, the Library will purchase, as the budget allows, enough copies to meet that demand.

#### **3. Collection Maintenance**

- A. Withdrawal of Materials – Because of space limitations and in order to maintain the best possible collection, the Library engages in a continual weeding process. Materials are withdrawn from the collection for one or more of the following reasons:
  - a. Currency – material is outdated or inaccurate

- b. Insufficient Use – material is no longer in demand
- c. Poor physical condition
- d. Space limitations
- B. As the demand for popular items wanes, some or all duplicate copies may be withdrawn.
- C. Replacement Copies – Items withdrawn due to poor condition may be replaced. The selection criteria in section 2.12 shall govern whether or not a replacement is purchased.

## **2.2 Reconsideration of Materials**

A. Upon receipt of a complaint about Library materials, the Director will:

1. Obtain complainant's name, address and telephone number.
2. Supply *Request for Reconsideration of Library Materials* (see Appendix) and Freedom to Read Statement. By completing and signing the *Request for Reconsideration of Library Material* form, a person is identified with specific library materials. Therefore, all information provided in completing this form will be kept completely confidential.
3. Acknowledge by letter receipt of complaint form.
4. Refer report of complaint to the Library Board.

B. Upon review of the complaint, the Board will:

1. Determine any further action to be taken.
2. If necessary, have complainant meet with the Library Board and the Director at the next regular Board Meeting.

## **2.3 Gifts of Materials**

- A. The library welcomes gifts of books and other materials. Such gifts will be added to the collection in accordance with the standards ordinarily used by the library in the selection of materials. The library assumes the right to classify such gifts or to dispose of them as it deems fit.
- B. The library will not make an appraisal of the value of any materials donated, but will, upon request, provide a receipt acknowledging the number and type of items donated, i.e., adult books, children's books, CD's, DVDs, etc.
- C. Special collections such as historical materials, books having more than literary value or manuscripts will be accepted by the library only if proper provision can be made for their use.

## **2.4 Materials Requests**

Book requests from individual patrons are welcome and will be satisfied as space and funds permit and when the items are suitable to the general standards of the collection. Such requests must also be balanced against the general demand.