

## **Selection of Materials**

### a. Selection Criteria

- 1) Responsibility for selection rests with the Director. Suggestions from staff members and Library patrons are encouraged and seriously considered.
- 2) The library will collect books, magazines, newspapers, DVDs, CD-ROMs, and other future media formats.
- 3) Although the Library is sympathetic to the needs of the students, the Library does not add to its collection textbooks used by area schools except when necessary to supplement a subject area in the collection.
- 4) Selection will be based upon:
  - a) The recommendation of professional reviewing sources and the needs of the collection in specific areas,
  - b) An awareness of the materials available through the Library's Interlibrary Loan service,
  - c) Expressed or anticipated interest in the title or subject within the community,
  - d) Contemporary significance and/or permanent value of the title to the collection,
  - e) Available funds and space, and
  - f) Availability of resources through area libraries.
- 5) Whenever possible, materials on controversial subjects will reflect both sides of an issue as presented by qualified, knowledgeable authors.
- 6) No author's works will be excluded from the collection solely because of his/her personal history, political affiliation, race, sex, or cultural background.
- 7) The Library maintains a Virginiana collection with emphasis on items covering the County and Fredericksburg areas. Items on Virginia and Virginia genealogy are added to that collection when available.

- 8) The Library acquires one copy of each title. Additional copies may be obtained when there is a reserve list of three (3) or more names.

b. Donations of Books and Periodicals:

- 1) Donations of books and periodicals to the Library are welcomed. The Director reserves the privilege of deciding whether to add donated books and periodicals to the Library collection on the basis of regular book selection criteria. Donated books and periodicals not added to the collection may be sold, offered to other institutions, or used in any way the Director deems proper.
- 2) Books or periodical subscriptions donated in memory of a person will be acknowledged by a bookplate in the front of the book upon request.

c. Requests for Reconsideration of Materials:

- 1) The Library subscribes fully to the American Library Association's "Library Bill of Rights" and the "Freedom to Read" statement (Appendix I and II).
- 2) All requests for reconsideration of materials will be handled in the following manner:
  - a) The staff member receiving the complaint will ask the patron to fill out the appropriate form (Appendix III).
  - b) When the completed form has been received, it will then be submitted to the Director. The Director will acknowledge in writing receipt of the form to the complainant. The material in question shall remain in the collection and available to patrons during the reconsideration period.
  - c) The Director will locate as many professional reviews of the title as possible and review the title against the selection criteria outlined in this policy.
  - d) The Director will consider all factors and come to a decision. This decision will be communicated to the complainant in writing within 14 days of the date that the reconsideration form was submitted. A copy of the response shall be given to the Library Board.
  - e) If the complainant is not completely satisfied with that decision, he or she may then submit a letter regarding the complaint to the Library Board for consideration at its next regularly scheduled meeting. The Board will acknowledge the letter and make a final

decision based on its endorsement of the "Library Bill of Rights" and the "Freedom to Read" statement, and in consideration of the Director's decision.

d. Withdrawal, Binding, Mending, Replacement:

- 1) Materials are removed from the collection based on the same criteria used in selection. In general, materials that fall into the following categories should be withdrawn:
  - a) Materials which are outdated
  - b) Superseded editions
  - c) Items worn beyond repair
  - d) Duplicate copies of seldom used titles
  - e) Lost copies which cannot be replaced
  - f) Fiction which has not been checked out within a three (3) year period, unless judged to be a classic or appears on a standard list
- 2) Worn items that are still relevant to the collection may be mended within the Library or be sent to a bindery.
- 3) Lost items and items worn beyond repair or rebinding will be replaced on the same criteria used in selecting them. Lost items that are out-of-print will not be replaced unless they are of extraordinary value to the collection and may be obtained through a source for out-of-print books at a reasonable price that is within the Library's budget.
- 4) Periodicals are maintained at the Director's discretion.
- 5) Disposition of withdrawn materials will be at the discretion of the Director.

### **1.1.1 Media Selection Policy**

#### **a. General**

The Library will purchase media for the collection for the same reason it selects books.

Good technical quality and artistic merit will also be considered for this format.

The Library endorses the American Library Association's "Freedom to View" Statement. (Appendix IV)

#### **b. Sources**

Sources for selection will include vendor catalogs and standard library material review sources, such as Library Journal, School Library Journal and Publisher's Weekly.

Gift materials will be accepted, with the understanding that donors may not place any special conditions upon the loan or handling of the items. They will be evaluated against the same criteria as purchased materials.

#### **c. Price Limits**

Individual disks priced at more than \$100 usually will not be considered for purchase. Series for which the price is more than \$100 per part will not be purchased.

#### **d. Contents**

Nonfiction disks of general information or cultural nature will be the primary purchasing target of the library.

Media adaptations of books, folktales and fairy tales, and programs teaching basic concepts will be purchased for the collection.

#### **e. Selection Management**

Due to the broad needs of the collection, the library will purchase a single copy of a title.

Weeding by virtue of damaged, lost, or not returned items is continuous. Other factors to be considered are lack of use, physical playing condition, and accuracy and datedness of information.

Media will not automatically be replaced because of loss or damage. Replacement decisions will be based upon (1) demand for title, (2) existing coverage of a subject in the collection, and (3) availability of newer (more appropriate, more accurate or better presented) materials on the subject.