

Materials Selections Policy

STATEMENT OF PURPOSE

1. The purpose of this policy is to set forth clearly the principles and criteria for the selection of library materials and is intended to:
2. guide the library staff in the selection of materials;
3. inform the public about the principles and criteria upon which selections are based;
4. guide the library board and library director when hearing challenges to materials in the library's collections;

OBJECTIVES OF SELECTION

1. This policy clarifies the library's objectives relative to the selection of materials for its various collections. The objectives are:
2. to provide exceptional resources that are attractive, relevant, and dynamic;
3. to provide a broad collection of premium products for information and research;
4. to provide high-demand and time-honored titles for recreational reading, listening, and viewing;
5. to develop collections of special-interest materials such as business and North Carolina;
6. to provide materials in alternative formats as necessary to meet the needs of all library users, making High Public Library the provider-of-choice for print, non-print, and electronic resources.

RESPONSIBILITY FOR SELECTION

Materials selection as a privilege belongs to every member of the professional staff; as a responsibility, it rests finally with the Director.

Professional librarians apply their judgment and experience in selecting materials according to the following criteria. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of form or of expression. Materials are judged as a whole rather than on isolated portions. In considering individual titles in the selection process, librarians consult reviews, bibliographies and other evaluative sources. However, the library generally purchases best sellers and other high-demand titles, giving higher priority to demand than to reviews or other relevant criteria.

GENERAL SELECTION PRINCIPLES

Basic to this policy are the principles of intellectual freedom established by the American Library Association in the Library Bill of Rights, and as interpreted in its various companion documents.

The library acquires and provides access to new resources and formats as they are judged feasible, suitable, and needed to the community. Expanding areas of knowledge, technological advances, changing social values, and cultural differences require flexibility, open-mindedness, and responsiveness in the evaluation and re-evaluation of all library resources.

Each resource must be considered for its usefulness, its format, and the audience for which it is intended. No single

criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their art merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

The library does not restrict access to any library materials. The library may control use of any collection or material order to protect items deemed susceptible to theft or damage by users, or to ensure the widest possible use of materials by library customers.

The library does not act in loco parentis by restricting a minor's access to the library, its services, or its collection responsibility for monitoring reading, listening, and viewing choices made by children and adolescents belongs to parents.

The standards set forth in this policy shall also apply to donated materials. The library shall not accept gifts of materials which do not meet its standards for purchased materials.

The library shall not accept gifts of materials with special conditions or restrictions imposed by the donor such as separate shelving, guaranteed acquisition or permanent retention, or appraisal of value. Exceptions shall not be permitted by the Library Board of Trustees.

Challenged materials which meet the criteria set forth in this policy shall not be removed under any legal or extrajudicial pressure nor to satisfy the partisan or doctrinal views of any individual or group. Any attempt to regulate or suppress materials in the library's collection shall be closely scrutinized by the Library Board of Trustees to the end that protected expression is not abridged.

Only the Library Board of Trustees can remove or relocate library materials in response to challenges of those materials by the public.

Any person who wishes to challenge an item in the library's collection for the purpose of having it removed from the collection must follow the procedures outlined in the library's companion document entitled Request for Review of Library Materials.

GENERAL SELECTION CRITERIA

1. Selection is based on the merits of a work in relation to the needs and interests of the community. Determination of a work's merit shall be based on its ability to provide for the interest, information, and enlightenment of the library's community, as well as its value, in relation to the existing materials collection.
2. The library shall strive to provide materials and information which present all points of view on current and historical issues. The collection shall contain materials which present opposing views on controversial topics as well, with the goal of striking the best possible balance among all sides of public issues.
3. Selection must meet the anticipated needs of the potential user as well as the known needs of the regular user.
4. Materials containing emphasis on sex or using profanity shall not be automatically rejected without consideration of literary value. However, the selection process will exclude materials which are characterized by calculated eroticism in the absence of redeeming social or literary value.
5. Materials shall not be automatically excluded because of the origin, background, or views of those contributors to their creation.

SPECIFIC SELECTION CRITERIA

1. Material shall meet high standards of quality in content, expression, and format.
2. The content shall be authoritative and significant.
3. Materials shall have either current interest or permanent value or both.
4. The significance of the work should compare favorably with other material on the same subject.
5. The work shall have received some favorable critical attention.
6. The physical condition of the work shall be of sufficient quality to withstand library use.

ADDITIONAL CRITERIA FOR SPECIFIC COLLECTIONS

ADULT FICTION

1. Works of adult fiction shall contribute to the value of the library's total collection.
2. Works of historical or regional fiction should be authentic.
3. The work should have vitality and originality.
4. No work shall be automatically excluded because of the origin, background, or views of the author. Rather literary reputation and prominence of the author shall be considered, as well as the public's current level of interest in the author's work.
5. A representative sampling of experimental or short-lived material should be purchased so that the library has available materials for enlightenment and recreation which reflect significant social or literary trends even widely recognized as enduring in value, interest or accuracy.

ADULT NON-FICTION:

Non-fiction shall be selected on the basis of its content as a whole, and shall be characterized by accuracy, integrity, authenticity. No work shall be automatically excluded because of the origin, background, or views of the author. Rather, the author shall be a recognized subject authority, whose writing is characterized by competence and objectivity.

NON-PRINT

Non-print materials shall meet both recreational and informational needs of library customers through the provision of various formats. These formats will change as customer use patterns and technology changes.

To build non-print collections of merit and significance, materials are evaluated according to one or more of the following standards.

1. Attention of critics and reviewers.
2. Requests by the public.
3. Reputation or significance of author/performer
4. Compatibility of format.
5. Subject and style for intended audience.
6. Present and potential relevance to community needs.
7. Insight into the human and social conditions.
8. Importance as a document of the times.
9. Relation to existing collection and other materials on the subject.
10. Cost and space considerations

SUBSCRIPTIONS

Print Subscriptions

1. The purpose of the periodicals collection is to serve the diverse informational, educational, and recreational needs of the community.
2. The development of the periodicals collection is intended to supplement and enhance the book collection. The development of the collection should emphasize:
 - Community needs and interests
 - Accuracy and objectivity
 - Variety of viewpoints
 - Diverse topics and subjects
 - Current issues and trends
 - Variety of needs and learning styles
3. Journals, which are highly technical, scholarly, or cost prohibitive are generally not included in the collection

Electronic Subscriptions:

1. Online electronic databases supplement the collection by providing timely and versatile access to information in electronic format.
2. Some databases contain specialized information beyond the scope of the library's book collections; others contain information that does not exist in print form.
3. Some databases duplicate print sources, and are carefully evaluated for retention, taking into consideration frequency of use, and ease of access to library customers.
4. Electronic subscriptions can often be searched in ways that print resources cannot while others can be made accessible to library customers remotely.

CHILDREN'S MATERIALS:

1. The general principles and criteria of the materials selection policy of the library applies to the selection of children's materials.
2. A wide variety of materials appropriate for children from birth to age 12 will be selected on the basis of literary merit, quality, accuracy, authenticity, and objectivity. Popular books and books of special appeal and current interest to children, while not emphasized, will not be excluded.
3. The children's collection of materials will provide for the individual needs of children, including educational pursuits. The local school curriculum will be considered, but will not be the basis, for the selection of children's educational materials.
4. Sexual incidents, profanity, and themes about controversial societal values appearing in books shall not automatically be a reason for rejection from the children's collection. The decision will be based on the accuracy, integrity, and literary merit of the book.
5. The children's collection shall strive to foster intercultural communication by including multicultural materials that portray various cultures and minorities in a positive way.

Library Board of Trustees

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