

# Oscar Grady Public Library

## Materials Selection Policy

The Oscar Grady Public Library affirms the rights of individuals to have free and open access to ideas and information through its collection. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selection. The Library provides, within its financial limitations, a collection of enduring value as well as timely materials and current bestsellers. Within the framework of these broad objectives, selection is based on community needs, from those expressed and from community demographics and evidence of areas of interest.

It is the Library's goal to provide the Saukville community with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Oscar Grady Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. The Oscar Grady Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

### I. Materials Selection Overview

- The Library collects materials in a wide range of topics, formats and levels of complexity of interest to persons of all ages. Efforts are made to maintain a balanced collection within each subject area and for each user group. Efforts are made to collect materials representing all sides of controversial issues.
- Decisions for all purchases shall be made by library staff using selection criteria developed by them and approved by the Library Director.
- In selecting materials to purchase, staff shall professionally evaluate materials and consult reputable, professionally prepared selection aids. Purchases shall be based upon the selectors' knowledge of the collection, subject requests made by patrons, and past circulation records.
- Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases.

### II. Selection Criteria

- Public need and popular demand
- Need for collection depth, breadth and variety
- Literary, artistic, political, scientific, historical or classic work, being materials generally recognized as having permanent value
- Local or regional interest and significance
- Authority and reputation of the author or the item's creator(s)

- Favorable review by individuals with expertise in the subject
- Quality of production, price and budget
- Appropriateness for the intended audience
- Date and timeliness

### III. Materials Collected

- Fiction and Non-Fiction books in various formats
- Periodicals and Newspapers
- Audiobooks on CD or MP3 format
- DVD's
- Video Games

### IV. Selection Aids

Selection sources include but are not limited to: reviews, staff recommendations, gifts/donations, publishers' catalogs, patron requests, Interlibrary Loan requests, bibliographies, subject need requests, online blogs and reading lists.

Selection publications include but are not limited to: Booklist, Library Journal, Publishers Weekly, School Library Journal, Voice of Youth Advocates (VOYA), Children's Cooperative Book Center (CCBC), Baker & Taylor Forecast, Video Librarian, Milwaukee Journal Sentinel, New York Times Book Review and Book Page.

### V. Collection Maintenance, Withdrawal and Replacement of Materials

Professional library staff regularly reviews items in the collection to ensure that they continue to meet patrons' needs. Materials are discarded from the Library collection according to the following guidelines:

- Materials in poor physical condition
- Lack of patron demand for and/or usage of the material
- Materials that include outdated and/or inaccurate information
- Duplication of materials and items that are superseded by more timely editions or formats

Library materials or gifts that are judged to be no longer useful to the collection will be disposed of in the following manner: discarded materials may be sold to the public, donated or recycled. Proceeds from the sale of library materials shall be utilized for the enhancement of the Library's collection.

## **VI. Gifts**

The Oscar Grady Public Library accepts gifts of new or gently-used books, DVDS, music CDs, audio CDs, and **video games**. Examples of items which will not be accepted as gifts include but are not limited to textbooks, **VHS**, encyclopedias and newspapers. Gifts shall meet the same selection criteria as purchased materials. The Library retains unconditional ownership of all donations and makes the final decision on acceptance, use or disposition. The appraisal of gifts to the Library for tax purposes is the responsibility of the donor. The Library limits its assistance to the donor to providing, upon request, a written acknowledgement of receiving the gift.

When the Library receives a monetary donation for the purchase of materials the general nature or subject area of the materials purchased will be based upon the wishes of the donor. The Library staff in accordance with the needs and selection policies of the Library will make the selection of specific titles.

## **VII. Reconsideration of Library Materials**

The Library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the objectives set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered.

Patrons requesting that an item be removed, relocated, labeled and/or restricted from the collection may complete a Reconsideration of Library Materials form.

### **Procedures for Request for Reconsideration**

Any individual expressing an objection to or concern about library material should receive respectful attention from the staff member approached. The following steps will be used when dealing with an individual requesting an item be reconsidered.

A Request for Reconsideration Form should be obtained from the Library and filled out by the complainant. Use one form per item.

There are two possible steps to follow depending on the outcome of each step. The first step is meeting with the Library Director or designee who is responsible for the collection, if an agreement is not reached then the complainant is referred to the Library Board. The Library Board may vote to uphold or override the decision of the Library Director. The Board's decision is final.