

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 401

Subject: Materials Selection

1. A written materials selection policy aids library staff in selecting and acquiring a useful, well-rounded collection of books and other materials to meet the needs of the community.
2. The purpose of the selection process is to obtain materials which will assist all patrons to educate themselves continually; keep pace with programs in all fields of knowledge; become better members of home and community; be more capable in their daily occupations; develop their creative and spiritual capabilities; appreciate and enjoy works of art and literature; make use of leisure time that will promote personal and social well-being; and contribute to the growth of knowledge.
3. The ultimate responsibility for materials selection rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees. The general public and staff members may recommend materials for selection.
4. GENERAL PRINCIPLES
 - a. Selection is based on the merits of a work in relation to the needs, interests and demand of the Crawford County Community. Basic to this policy is the Library Bill of Rights, as adopted by the American Library Association. This states, in part, “In no case should any book be excluded because of the race or nationality or the political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times – international, national, and local; and books or other reading material of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.” The Library does not promulgate particular beliefs or views, nor is the selection of any given book equivalent to endorsement of the viewpoint of the author expressed therein.
 - b. Responsibility for the reading of children rests with their parents or legal guardians. Selection should not be inhibited by the possibility that books should inadvertently come into the possession of children.
 - c. Materials with an emphasis on sex, or containing profane language should not be automatically rejected. Selection should be made on the basis of whether the book presents life in its true proportions, whether characters and situations are realistically presented, and whether the book has literary value.
 - d. Based on the services it is expected to perform, it is the responsibility of the library to provide circulating reference and research materials for the general public. Special collections shall also be maintained when indicated by the community.

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5. SPECIFIC PRINCIPLES FOR SELECTION:

The following principles will condition selection:

- a. Contemporary significance or permanent value.
 - b. Accuracy.
 - c. Authority of author.
 - d. Relation of work to existing collection.
 - e. Price, format, and ease of use.
 - f. Scarcity of information in subject area.
 - g. Availability of materials elsewhere in the community.
 - h. Popular demand.
6. Textbooks and curriculum material are generally held to be the responsibility of the school system to provide for its students. Textbooks should be purchased for the collection when they supply information in areas in which they may be the best, or the only, source of information on the subject.

ADOPTED: February 13, 2001

REVIEWED: