



MATERIALS SELECTION AND MANAGEMENT POLICY

Adopted 4/11/2018

OBJECTIVE

The purpose of the Jefferson County Rural Library District Materials Selection and Management Policy is to guide those responsible for selection and management of library materials and to inform the public about the principles upon which selections and management decisions are made.

RESPONSIBILITY FOR SELECTION AND MANAGEMENT

Responsibility for materials selection and management lies with the Library Director. However, the Director may delegate this authority to members of the staff who are qualified by their education and training. Any book and/or item so selected or removed shall be held to be selected by the Library Board.

SELECTION CRITERIA FOR MATERIALS

1. The Library recognizes the diversity of resources within partner libraries and makes every effort not to needlessly duplicate functions and materials.
2. The Library does not attempt to acquire textbooks or other curriculum-related materials except when those materials also serve the public.
3. Technical works will be acquired only if they are useful to the layman.
4. The Library supports the community's interest in local and regional history.
5. Because the Library serves a public embracing a wide range of ages, interests, reading skills, and educational backgrounds, it will seek to select materials of varying complexity.
6. In selecting materials for the collection, the Library will be attentive to the special commercial, industrial, cultural, and civic enterprises in the communities it serves.

Factors that influence the selection of materials are:

1. Current and anticipated needs and interests of the public.
2. The author's, artist's, or publisher's qualifications and/or reputation.
3. Contribution to diversity or breadth of collections.
4. Accuracy and timeliness of material.

5. Evaluations in library review media.
6. Nomination for or receipt of awards/prizes, or inclusion in standard bibliographies/indexes.
7. Quality of production, including physical construction and durability of the material.

SELECTION CRITERIA FOR ELECTRONIC RESOURCES

Electronic resources, including on-line databases and Internet links from the Library's home page, are selected to complement the Library's physical collection. Electronic resources are selected according to the material selection policy, and by the following selection criteria:

1. Comprehensiveness
2. Authority, accuracy, and currency of information
3. Frequency of updates
4. Ease of use
5. Remote access and licensing restrictions
6. Past usage

WEEDING MATERIALS

Weeding or the deselection of material is critical to collection maintenance and involves the removal of resources from the collection. All materials are considered for weeding based on accuracy, currency, and relevancy. Space limitations, edition, format, physical condition, and number of copies are also considered when evaluating materials. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials are handled as allowed by law per RCW 39.33.070.

GIFTS AND DONATIONS

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if they meet the materials selection criteria. If they do not meet the selection criteria, the Library Director may dispose of them as allowed by law (RCW 39.33.070). The same criteria of selection which are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. Book selection will be made by the Director or a delegate if no specific book is requested.

By law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

INTERLIBRARY LOAN

Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the United States.

CONTROVERSIAL MATERIALS

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made based on anticipated approval or disapproval, but based on the principles stated in this policy.

Parents or legal guardians have the responsibility to guide and direct the reading/listening/viewing of their own minor children. The Library does not and cannot act in place of the parent ("in loco parentis").

No materials will be restricted, sequestered, altered, or labeled by the Library because of controversy about the author or the subject matter.

CHALLENGED MATERIALS

Although materials are carefully selected, differences of opinion regarding suitable materials can arise. Patrons who wish to complain about a specific item in the collection are asked to obtain and fill out a **Citizen's Comment on Collection Form**.

Upon submitting a comment form, the Director will initiate a review process with an ad hoc selection review committee (made up of adult and youth services selectors). The committee will give the Director a recommendation based on the judgment of its members as to whether the material was appropriately selected and made accessible under this Policy. Because of the need to meet individual as well as group preferences, the number of forms or petitions received will not be a factor in reaching a recommendation. The Director will make the decision and reply to the complainant in writing as soon as is practical. The Library Board will be informed at the next public meeting. Persons still wishing to express concerns to the Board will be heard during a regular meeting under the agenda "public comments" or at another time designated by the Board for public expression. The Board, after receiving testimony from the public and Director, will decide whether the actions taken followed the Library's policies. After the Board has rendered its decision, the concerned party will be informed of it in writing.

