

## **Marion Carnegie Library Collection Management Policy**

**DEFINITION:** Library materials include a variety of formats including books, magazines, newspapers, videos, audios, electronic resources, and other miscellaneous formats.

**INTRODUCTION:** The library recognizes that the needs of the community are of primary importance in selection of materials. A diverse collection is important and an effort is made to select diverse materials that represent the community. Librarians attempt to select materials representing various viewpoints, including those that may be controversial in nature. The criteria for the selection of controversial materials are the same as for any other materials. Controversial materials have no distinguishing labels and are shelved in the general collection. Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children.

**PURPOSE AND SCOPE OF COLLECTION:** The purpose of the library's collection is to provide diverse information to the community to the degree that funds and space allow. True to the library's mission, the collection seeks to provide users a variety of significant media to meet their informational, educational, and recreational needs.

**RESPONSIBILITY FOR SELECTION:** Librarians use their professional judgement to determine the materials that best meet the objectives of the Library and the informational, educational and recreational needs of its patrons. Overall responsibility for collection development rests with the Library Director who operates within this framework of policies determined by the Library Board of Trustees. Typically, the Library Director delegates or shares this responsibility with Department Heads. Library staff and patrons are encouraged to recommend titles for consideration. All recommendations will receive serious consideration using the Materials Selection Policy as a guideline. At the patron's request, an attempt will be made to borrow through interlibrary loan any requested item, which does not meet the criteria for purchase.

**CRITERIA FOR SELECTION:** The general criteria considered in selecting materials include: 1) significance and permanent value to the collection, 2) qualifications and reputation of the author or producer, 3) suitability of subject and style for intended audience, 4) quality of format, 5) currency or timeliness if applicable, 6) demand by patrons, 7) price, 8) attention given to the item by reviewers and general news media, 9) availability of materials from other libraries, and 10) technical quality of non-book materials. Consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context. The criteria for the selection of controversial materials is the same as for any other materials.

**SELECTION TOOLS:** Because it is impossible for librarians to examine all items being considered for purchase, they depend on reputable selection aids. The librarians depend on reviews found in standard professional journals. Other selection aids might also include notable book lists, reputable lists of award winners, and common bestseller lists. Other professional sources may also be consulted when making selection decisions.

DESELECTION: As with selection, librarians use their professional judgement to determine what materials should be removed from the collection and when. Items may be removed when they are: 1) outdated, misleading or inaccurate 2) damaged or worn beyond repair 3) superseded by a newer edition or an updated or better book on the topic is available 4) lacking literary or scientific merit 5) no longer in demand or relevant to the needs of the users 6) easily obtained elsewhere through interlibrary loan, online, commercially etc. Items removed from the collection are plainly marked and may be donated to the Friends of the Library for sale, donated to other libraries or organizations, or otherwise discarded or recycled.

SUPPLEMENTARY DOCUMENTATION: The Library subscribes to the following:

Library Bill of Rights (American Library Association Council)  
<https://www.ala.org/advocacy/intfreedom/librarybill>

Access to Library Resources and Services to Minors (An Interpretation of the Library Bill of Rights) <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

Freedom to Read Statement (American Library Association)  
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

#### PROCEDURES FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS:

1. If a patron wishes to file a complaint about library materials, **Form I, Complaint about Library Materials**, should be completed. This form stays on file with the Library Director. The Director will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
2. If a patron wishes to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out **Form II, Request for Reconsideration of Library Materials**.
3. When **Form II** is completely filled out and returned to the library, the Director and Board of Trustees will review the complaint and the material to determine whether the item should remain or be removed from the collection.
4. No book or other material in question is automatically removed from the collection because of an objection to it.
5. The Director will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Director.
6. After an interview with the Director, a patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, which has final authority.