

Materials Selection Policy

GENERAL OBJECTIVE:

Materials selected should conform to the interests and needs of the community the library serves without being restricted by them. If significant books are not of general interest but will be read by those through whose increased knowledge and understanding the community will generally benefit, they should be bought finances permitting. The Cottonwood Public Library sets as its major goals in book selection: the advancement of knowledge and culture, the education and enlightenment of its patrons and the provision for recreational reading. Within these goals the Library will serve as a center for self-directed, lifelong learning by providing free access to both comprehensive and quality print and non-print materials. Basic to this general objective is the Library Bill of Rights and the Freedom to Read Statement which are appended at Attachment 1 and 2.

RESPONSIBILITY FOR SELECTION:

The responsibility for selection lies with the professional staff (Youth Services Coordinator and Library Director). The Library Director shall decide what and how many items shall be purchased in each subject area of the library. She/he operates within a framework of policies determined by the City of Cottonwood and the Cottonwood Public Library Board. Recommendations and suggestions from patrons are always welcomed (there is a suggestion box for that purpose at the circulation desk) and given serious consideration.

GENERAL CRITERIA:

Library materials will be selected from competent reviewing media and basic lists of standard works which are consulted as an aid to selection. The library recognizes that many books are controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval, but on the merits of the work in relation to the building of the collection and to serving the interests of all readers. Serious works which present an honest aspect of life are not necessarily excluded for frankness of expression. Responsibility for the reading content of children rests with their parents and legal guardians. Materials selection or placement will not be inhibited by the possibility that controversial material may inadvertently come into the possession of children. Within the standards of purpose and quality, the library's collection will be built to meet the needs and interests of local patrons following these specific principles:

- 1) Current usefulness or permanent value;
- 2) Authority and competence in presentation;
- 3) Relationship to existing collection;
- 4) Price, format, and ease of use;
- 5) Popular demand: the library will strive to make available materials which are frequently requested;
- 6) Relative importance in comparison with other books on the subject;
- 7) Suitability of subject, style, and relevance to identified community of library users.

Adult Non-Fiction will also be judged on the following basis:

- 1) Authority;
- 2) Comprehensiveness and depth of treatment;
- 3) Objectivity;
- 4) Clarity, accuracy and logic of presentation;
- 5) Representation of challenging, though minority point-of-view.

Adult Fiction:

- 1) Originality of plot;
- 2) Sustained interest;
- 3) Effective, convincing characteristics;
- 4) Authenticity of historical or social setting;
- 5) Representation of an important movement, trend, or national culture.

Young Adult Materials:

Young Adult Services are organized as a separately identifiable section of the library with the goal of providing a smooth transition from juvenile to adult literature. The Young Adult collection is chosen for a variety of reading interests and backgrounds, reading skills, and development levels. The collection is designed to satisfy the recreational, emotional and informational needs of the young adult; fundamentally following the same general and specific criteria for adult books. Materials which represent an honest aspect of life or some human problem will be viewed positively and selection will be made on the total effect of the materials and not specific words or phrases.

Juvenile Collection:

The first objective in selecting children's materials is to encourage the child's joy in reading and in being read to. Selection follows the same general and specific guidelines as for selecting Adult and Young Adult materials. The children's book collection will have books and materials available for all ages, abilities, and reading levels. The principles stated in the adult materials selection policy are applicable to the selection of materials for children. Another consideration is the quality of illustrations; their attractiveness and originality.

Government Documents:

The library collects and preserves documents primarily of local importance, with emphasis on those published by the City of Cottonwood, Yavapai County and the State of Arizona. U.S. documents will not be collected on a continual basis. These documents are available through Yavapai Community College and Northern Arizona University, a Federal Depository library.

Newspapers:

will be retained as space permits.

Periodicals:

will be retained as the storage space behind the current issue display permits. National Geographic Magazine will be bound and retained permanently. Arizona Highways will be retained permanently in either loose binders or bound form when available. Basic popular, general, informational and scholarly magazines are selected to supplement the book collection.

Non-Print Materials:

The library recognizes the importance of non-print materials both as a supplement to its book collection and as valid informational equivalents of books.

Audio/Visual Collection:

will consist of titles for patron-at-home-use (checkout). All A/V material from the Cottonwood Public Library shall be for the personal use of the borrower, and may not be loaned out to anyone else for any reason.