

## East Troy Lions Public Library Materials Selection Policy

Original Policy Approved: 05-15-2003
Policy Updated and Reviewed: 04-14-2009, 10-13-2020, 10-11-2022
Updated Policy Approved: 10-13-2020, 12-13-2022

### **Mission:**

The East Troy Lions Public Library is a gateway to the world of information and discovery which inspires a life-long love of reading and learning. The Library offers free access to varied collections, stimulating programs, leading-edge technology, and a responsive staff in a welcoming environment.

### **Purpose:**

This policy guides the Staff and informs the public about the principles upon which collection development and management decisions are based. Collection development is an ongoing process of assessing materials for purchase and retention. Library staff builds and maintains a customer-focused collection by anticipating and responding to the needs and expectations of the community. The goal of this policy is to provide patrons with carefully selected books and other materials to aid in the pursuit of information, education, and the creative use of leisure time.

### **Intellectual Freedom:**

Access to library materials is open to all Patrons (with a Library card in good standing), is free of charge, and is available in a variety of formats. The Library recognizes that some materials may be controversial or may even offend some patrons. However, only individuals can determine what is most appropriate to their needs and can define what materials are consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and/or legal guardians are responsible for their children's use of library resources, not the library.

The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty to reflect the diversity of our patrons and their needs. The Library supports the intellectual freedom of those diverse patrons by affirming the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#) may also be included here should you so wish and does not restrict access to library materials.

## **Responsibility for Selection:**

The initial responsibility for the selection of materials is delegated to qualified and knowledgeable staff who employ the criteria outlined in this policy. The final responsibility for material selection lies with the Library Director within the framework of policies determined by the Library Board of Trustees. Recommendations from the public are welcomed and given full consideration for acquisition.

## **Criteria for the Selection of All Materials:**

Certain basic principles are applied as guidelines for selection. The following list provides a variety of criteria that may be used in various combinations. No one criterion is intended to be the sole standard. Rather a combination will be applied. Similarly, no one section or random passage of an item will be the basis of evaluation in place of the content and style of the work as a whole. Selection of an item reflects the Library's responsibility to provide diverse materials for a diverse audience, not endorsement of the content.

- Positive reviews by critics and the media.
- Prominence, authority, or competence of the author, creator, or publisher.
- Popular appeal and/or patron demand.
- Suitability of subject and style for intended audience.
- Compared with current Library holdings.
- Present and potential relevance to community needs.
- Available Budget & Space Restrictions.

## **Donations (Gifts):**

The Library welcomes donations of materials with the understanding that they will be evaluated using the same selection criteria (listed above) as those applied to the purchase of materials. If the gifts do not meet these criteria, the library reserves the right to dispose of donations as outlined in the Donations Policy.

## **Weeding of Materials from the Collection:**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Items may be withdrawn based on publication date, frequency of circulation, availability of newer or more valid material, outdated information or disinformation, or condition of the item to name common reasons. Replacement of worn or damaged materials is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director.

Disposal of materials weeded from the collection is accomplished by the following means:

- Materials can be offered to other libraries.
- Materials can be made available to the Friends of the Library Book Sale.
- Materials may be Recycled.

**Reconsideration of Materials:**

Although materials are carefully selected, there may arise some differences of opinion regarding chosen materials. Individuals may request a reconsideration of specific items which have been selected by following guidelines found in the Reconsideration Policy.