

Town of Sylvan Lake Library Board

Materials Selection, Donations, and De-selection Policy

Selection

This materials selection policy is intended to provide a statement of philosophy and identify key objectives regarding the selection of library materials which will reflect the mission and belief statements of the Library Board, and to define responsibility for selection.

Materials are selected:

1. to satisfy the need for recreational reading, listening and viewing materials for customers of differing tastes, interests, purposes and reading skills;
2. to enrich human understanding by dealing informatively with social, personal, racial, multicultural, religious and scientific issues;
3. to educate by providing basic factual information in as broad a base as possible.

Selection of library materials shall be made in accordance with Library policy regarding the Statement of Intellectual Freedom, and shall be selected according to the following criteria:

- suitability of physical form for library use;
- relation to existing collections and other material on the subject;
- accessibility of material in other libraries;
- interests and composition of the community and region;
- popular demand and current trends;
- attention of critics, reviewers, and public;
- quality of writing and/or visual art;
- reputation, skill, competence and purpose of the originator of the work;
- special value as a contribution to social questions and problems of continuing or topical interest;
- timeliness or permanence of the work;
- availability of funds and space;
- comprehensiveness and depth of treatment;
- clarity, accuracy and logic of presentation;
- balance of viewpoints in the collection (challenging though extreme or minority points of view are often represented though quantity may be limited).

An item need not meet all of the above criteria in order to be acceptable. Materials that do not meet these criteria may be purchased to satisfy demand.

While people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the freedom of others. If there is considerable topical interest in the subject and a manifest public desire to read and judge the book first-hand, a title may be included which is not considered accurate, according to expert opinion. Objections to items in the collection should be made in writing to the library director.

The Library does not buy textbooks specifically related to courses of study in the community. However, textbooks may be purchased if the subject information is not available in any other form.

The Library acquires materials not only for its present customers, but also for those who have not traditionally been Library customers.

In accordance with the overall Library goal of user-oriented service, materials subject to widespread and/or heavy local demand will take precedence in the acquisitions process. Items having such demand may or may not meet with general and specific criteria contained in this policy. In either case the volume and nature of requests by members of the public will be given top priority. In addition, as the social and intellectual climate of the community changes, materials which originally were not recommended for purchase may become of interest. Such materials will be re-evaluated on a continuing basis.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

Responsibility of any restrictions on their children's use of library materials rests with parents and legal guardians. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of children.

Material Donations

The intent of this policy, based on The Libraries Act, Chapter L-11 RSA 2000, and The Libraries Regulation AR 141/98, is to assist the public in making informed decisions regarding donations they may wish to make; and to provide direction to staff for the acceptance, and disposition of material donations.

- All material donations become the exclusive property of the Sylvan Lake Municipal Library and will not be returned.
- Material donations may or may not become part of the Library's collections.
- Generally material donations should be less than three (3) years old and in good condition, i.e.: not musty, moldy, damp, etc.
- Restrictions placed on donations by donors may not be followed.
- Material donations accepted by the Library are judged upon the same basis as purchased materials.
- Material donations are accepted with the understanding that if the Library cannot use them, it may at any time dispose of them in any way it sees fit.
- Receipts will not be issued for donation of materials.
- Unwanted materials donations are sent to the book sale or placed in recycle bins.

De-selection

Materials that no longer fit the stated mission and service priorities of the library will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a reasonable period of time. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the Library Director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding worn, dirty, or dangerously outdated material into the trash, recycling of paper, or transfer to the Friends of Sylvan Lake Library for sale. Items that do not sell in the Friends sale may be transferred to other nonprofit organizations or placed in a "free books" area for anyone to take.

Staff may be given the first opportunity to purchase or take disposed material, equipment or furnishings on conditions to be determined by the Library Director, in accordance with policy.

Discarded magazines and newspapers may be given to other area libraries or social service agencies or recycled at the discretion of the Library Director.

Date approved: May 20, 2014
Board Chair: Marylynne Strumpf