

# Material Selection Policy

## Lane Library District

### Introduction

The mission statement of the Creswell Library is "Our Library is a community center that provides opportunities for enjoyment, enrichment, and personal growth through quality materials and services."

The Library Board and staff cooperate and communicate with other libraries in the area as well as community agencies, groups, and organizations with purposes and activities related to library objectives.

To meet this service responsibility, the Board establishes a Materials Selection Policy. This document guides the staff in the selection process and informs the public of the philosophy and policies involved.

### Legal authority and staff responsibility for selection

The governing body of the library is the Lane Library District Board, consisting of five members who serve without remuneration. All board members are elected with staggered terms. Each serves for four years. The Board sets library policy, appoints staff, acts on the budget recommended by the Director, and is responsible to the public for library activities and services.

The Materials Selection Policy is the document containing all of the policies of the Board relative to the selection and withdrawal of materials, and it can be amended only by the Board.

The Board delegates responsibility for the selection of materials to the Director, who may appoint individuals and committees to select materials for specific collections. Professional staff should have varied reading backgrounds and interests, be knowledgeable in all generally accepted areas of library media, and should keep current in their assessments of user needs. The staff consults a variety of professional reviewing sources.

Gift materials and bequests of private collections are accepted only with the understanding that their inclusion in the collection, sale, or disposal is subject to the needs of the library. These decisions are based upon the criteria set forth in this document. Gifts or bequests which have specific stipulations attached are normally not accepted.

Recommendations for acquisition are welcomed from all members of the library's community. The staff evaluates these suggestions according to the criteria and guidelines in this document.

Patrons likewise have the right to request that material in the library's collection be reconsidered. The Board provides a specific procedure for handling such requests and outlines the steps to be followed. This procedure and the "Request for Reconsideration of Library Material" form are included in this document.

## **Identification of users and the community served**

The city of Creswell, Oregon has a proud tradition of volunteerism and support to their library, which operated for 78 years as a volunteer library. In a 2004 election area voters chose to establish Lane Library District to provide permanent public funding for Creswell Library through property taxes. The District Board and library staff respect and honor the commitment made by their community and strive to serve them well by establishing strong and sensible policies and procedures.

Creswell's population in 2010 is approximately 4,750 and the Library also serves the surrounding rural areas (roughly equivalent to Creswell School District boundaries) for a total service population of about 8,000. Creswell is in close proximity to the Eugene/Springfield area (10 miles) and has become a bedroom community for those cities, but still keeps a lively sense of community identity.

Although Creswell is predominantly Caucasian, there is a significant Hispanic population (7% in the 2000 census) and the collection must be ready to meet their needs. The Library is also committed to meeting the needs of other non-English speaking populations that develop within the District.

Creswell has three public schools—one elementary, one middle, and one high school—which have experienced the same funding issues as other schools in the state. The library of each school has been impacted by these funding problems. It is a priority of

the Creswell Library to build a collection that both complements and supports the school collections and also that supports the educational needs of area children. It is also a priority to support life-long learning, with special emphasis on early literacy, information literacy, adult literacy, and English as a Second Language support.

Creswell Library reopened in its new facility in February, 2006 with an existing collection of about 18,000 books. The majority of these books had been collected through donations over the years, with minimal purchases from a small city allocation, book-sale proceeds, donations, and an occasional grant. The Materials Selection Policy is essential to guide the library's professional librarians in building a diverse collection that can meet the needs of this growing community. Book donations will remain important to the library as a source of popular books for the collection. Other donated books will be passed on to The Friends of the Creswell Library for their annual book sales, which raises money to support the Library.

In addition to business and professional concerns, the people of Creswell have a wide variety of other interests. The local area offers various educational and cultural institutions. Their activities arouse interest and curiosity, which, in turn, send people to the library. Ethnic, cultural, and religious groups study their heritage and history. Social and political issues generate demands for information. More leisure time brings greater and deeper attention to continuing education, sports, and cultural activities.

To save taxpayers' money, the public library supplements and complements the collections of area schools, colleges, universities, hospitals, businesses, and other institutions but does not duplicate the full range of materials that these organizations make available to their clienteles. The public library serves the larger public which does not have access to other libraries and provides a broader range of materials than specialized libraries supply for their limited constituencies. Interlibrary loan is available through a local library consortium and other libraries.

## **Philosophy of Selection**

Fundamental to the philosophy governing selection of materials are the principles expressed in the American Library Association's Library Bill of Rights, and Freedom to Read and Freedom to View statements.

The Lane Library District Board recognizes the right to free and unrestricted communication as expressed in the Constitution of the United States of America.

Freedoms of speech and of the press are not the only ingredients of free communication. Freedom of expression is meaningless if the ideas so expressed are not readily available to all. The library plays an essential role in the process of free communication by making easily accessible the whole spectrum of recorded thought. The Board commits itself to the concept of freedom to read and resists vigorously any and all efforts to censor its collections. No library materials will be restricted or removed because of partisan or doctrinal disapproval. Nor are materials excluded from the library because of the origin, background, or views of those contributing to their creation.

Materials within the library's collections will not be suppressed because they are objectionable to some. The Board holds the restricting of access to certain materials and any labeling of materials as potentially offensive to be suppression. It holds suppression to be censorship, albeit in a subtler form than total exclusion of materials from the collections.

Representation of an idea, opinion, or school of thought within the Library's collections does not in any fashion constitute endorsement by the Board. The Board is specifically committed to the inclusion of conflicting and minority ideas, opinions, and philosophies so that patrons can draw their own conclusions in an informed manner.

By the library's purpose, role, and design, its collections may contain materials which are controversial, even offensive to some. It is the responsibility of the library to provide alternatives. Patrons are free to make their own choices.

## **Objectives**

The library is intended to meet the civic, educational, informational, cultural, and recreational needs of its users through collections that include a wide variety of print and non-print materials for all levels of educational achievement. The staff identifies the special interests of businesses, organizations, clubs, ethnic, and cultural groups and adds appropriate materials except for unusually expensive materials and highly specialized or esoteric items for which there is limited interest.

The Board places priority on filling contemporary needs rather than building special historical and rare book collections, except for the acquisition of materials of both past and current significance to the local area. We intend to build our collection to provide a basic information level that can meet the varied needs of this growing community.

Maintenance of the collection is a fundamental responsibility. The staff continuously evaluates materials, replacing or repairing those which are worn or damaged and withdrawing items no longer current or in demand (while keeping in mind that some core items have value in the collection even if they do not circulate regularly). These maintenance procedures are not to be employed as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function would be a violation of the principles of intellectual freedom as expressed in the Library Bill of Rights.

Depending upon their condition, books and other materials withdrawn from the collections as part of the evaluation process are periodically offered for sale in the Friends of the Creswell Library's book sale. Gifts and other items not added to the library's collection are also included in the book sale. Withdrawn and unwanted materials are sometimes offered free of charge to other libraries with preference given to small developing libraries, keeping with our tradition of generosity and volunteerism.

## **Guidelines for materials selection**

These guidelines are applicable to most selection decisions. Other factors may be taken into consideration, and the importance or weight of a particular guideline will vary from one acquisition to another.

- Reputation and qualifications of the creators, publisher or producer
- Community needs, interests, and demands
- Literary, artistic, and technical values
- Relationship to the collection
- Availability in other area libraries
- Format
- Recommendations of reviews
- Durability
- Price
- Suitability for intended user
- Judgment of work as a whole

## **Adult collection - print**

Highly specialized and esoteric materials are not normally acquired. The collection is intended to yield information useful for basic research in most fields of knowledge.

The library collection is not intended for in-depth research or scholarly work. It includes basic works in major fields of knowledge and is intended to reflect the interests of the community. Popular titles and subjects are sometimes duplicated when there is sufficient demand for them.

Patrons involved in research projects which are beyond the limits of the collections are directed to one of the academic or special libraries in the area.

### **Fiction**

The library collects a wide range of fiction reflecting the diverse interests of a public that varies greatly in education, taste, and reading ability. An attempt is made to purchase books representing virtually all categories of fiction.

Although all of the guidelines listed above apply to fiction, two are particularly relevant. The library is very much aware of community or public demand and will often purchase fiction titles that are not notable for their literary quality or artistic merit but have substantial popular appeal. Popular titles are also duplicated as necessary to meet demand. Because of the abundance of available fiction titles, the library makes extensive use of book reviews. Staff members critique individual works when it is necessary to resolve disagreement among the reviewing sources.

### **Non-Fiction**

The library's non-fiction collection includes material on almost any topic which might be of interest or concern to the library's constituency. Popular items and subjects are sometimes duplicated, but the library also provides materials for those whose interests or needs are not widely shared. Unusually expensive materials and those with an extremely narrow or limited focus are not normally acquired. High school and lower undergraduate textbooks may be purchased as necessary to provide coverage of certain subject areas.

Although accuracy of content and authority of a work's creators are important criteria in the selection of non-fiction materials, the library does not assume responsibility for inaccuracies or errors in the works included in its collections. History teaches that what

appears to be the truth today often becomes tomorrow's fiction. Opinion, hypothesis, and theory are as important to the library's non-fiction collection as proven facts.

The library attempts to acquire materials representing all significant points of view on current and historical questions and controversies, including legal, constitutional, political, economic, medical, ethical, religious, social, sexual, and other issues. Inclusion of material representing a particular belief, opinion, or point of view in the library's collection does not constitute endorsement by the library.

Certain materials, designated reference, do not circulate. Reference works are typically encyclopedias, dictionaries, almanacs, atlases, indexes, directories, bibliographies and similar informational resources. However, virtually any item in the collection may be designated reference if professional staff judges that it is desirable to have the item consistently available. Some titles are included as both circulating and reference copies.

### **Braille and Talking Books**

The Talking Book and Braille Services, located in Salem, Oregon, is a federally funded program that provides a free service to print-disabled Oregonians. Participants receive catalogs describing new books. Catalogs are provided in standard print, on special media, in Braille, in large print, and online. Book requests can be made 24-hours per day by phone or email, by mail, or in person.

Due to relatively easy access to these specialized materials, the library does not purchase Talking Book materials or Braille items.

### **Oregon/Northwest**

The Library collects material on the history, description, and development of the local area. Some background histories of the surrounding area may be included, particularly those covering localities and events closely related to the initial development of the region.

The Oregon/Northwest collection also includes the works of some local authors. Local authors are defined as writers who have spent a significant part of their lives in the area. Writers born in the area who leave in their very early years and short-term adult residents are not regarded as local authors. Works of local imprint are added only when they contribute directly to the social and cultural history of the region.

Books and papers related to local history only because they were originally owned and used by local residents are not added, except in rare cases where the "association item" adds something to the picture of life in Creswell.

### **Adult Literacy**

The Adult Literacy materials are intended to help adults with low reading skills as well as those who are learning English as a second language. Although both fiction and non-fiction are included, the focus is on books relating to English language reading, writing, and comprehension.

### **Foreign Language**

Foreign Language materials serve students and native speakers of foreign languages. This collection contains limited titles for recreational reading and for increasing fluency of a language.

Need, shown by circulation and by patron requests, determines in which languages materials are actively purchased by the library. Books in other languages are added only through donations. Circulation and requests indicate the subjects and genres patrons prefer. Fiction and non-fiction best sellers are an excellent choice. Occasionally an educational title of interest to native speakers (GED in Spanish, for example) may be purchased. English works translated into foreign languages are purchased only upon request or anticipated high interest; works in the original (foreign) languages are preferred. A survey of the foreign language collection users showed a strong interest in juvenile books for beginning and intermediate readers.

The sources currently used for selection are publishers' ads, and patrons' requests.

A collection of Spanish language general nonfiction and fiction titles will be maintained for both adult and children with the intention of serving native speakers of Spanish. Materials will be selected with consideration to patron requests, interests, and needs.

A limited number of Spanish language periodicals are purchased by the library.

### **Large Print**

Large print books open a small but important treasure of popular reading to the segment of the community that cannot read normal size print. Patron interest and the availability of a limited number of titles dictate the composition of the collection which is 80-90% fiction. The majority of large print books are titles already in the general

collection. New titles are added when they meet the library's selection criteria. The most important factors in the selection of large print books are: popularity of author and/or genre, size of print, size of volume, quality of paper and binding, and cost. Patron interest and availability of materials are also factors in determining the purchase of other large print items such as periodicals and newspapers. Because our library has a limited Large Print Collection we offer free interlibrary loan services to those who have a need for large print materials.

## **Newspapers**

The Creswell Library will subscribe to at least the Creswell Chronicle and the Eugene Register Guard. Other area and national newspapers may be donated. Due to space limitations, back copies will be kept for two weeks. The Library will maintain an archive of Creswell Chronicles, which date back to 1965.

A wide selection of daily newspapers from major cities of the nation is available through a subscription to an online database, which is acquired through the Oregon Statewide Database.

## **Pamphlets**

Pamphlets are supplementary materials. Government documents, brochures from foreign embassies, travel leaflets, and career information are examples of pamphlet materials. Pamphlets are not generally available for circulation but staff can assist patrons in making copies.

## **Paperback Books**

Due to the popularity of both the paperback format and many titles which are not otherwise available, the library maintains a collection of paperback books including both fiction and non-fiction. Many paperbacks are received through patron donations and may be included in the general collection if a hardcover edition is not already owned.

The library is very much aware of public demand and sometimes purchases paperback titles which are not notable for their content, literary quality, or artistic merit, but which have substantial popular appeal. Series and genres for which there is established demand are emphasized. Paperback editions of cataloged titles are sometimes purchased to help meet temporary demand.

## **Magazines**

The library maintains a representative collection of magazines intended to supplement the book collection. The focus of the magazine collection is on publications that will provide current information on a variety of popular and practical research topics. Included in this collection are business and industry journals as well as titles dealing with health issues, consumer product evaluations, hobbies and crafts, and arts and entertainment.

The main criteria used to determine whether a magazine will be added to the collection are: 1) the potential for use of the magazine; 2) an examination of a sample copy; 3) reviews of the publication; 4) coverage of the publication's subject area in the library's existing collection; 5) price.

To ensure that these materials are readily available for patron use, the library does not circulate its magazines. Back issues of magazines are kept for one year.

## **Audio-visual and Digital collections**

### **Video Recordings**

Many of our video recordings are acquired through donations. The staff also selects, acquires and maintains a diversified collection of video recordings. This collection consists of informational, how-to, children's and popular entertainment videos. The collection includes feature length movies (children's and adult) intended for home use and other private showings which do not constitute public performances. Videos produced specifically for instructional use in the classroom are not purchased. Review and selection decisions are based primarily on published reviews. Internet resources such as Rotten Tomatoes and Screen-it.com are also consulted.

### **Sound Recordings (Compact Discs, and Books on Tape)**

The staff selects, acquires and maintains a diversified collection of sound recordings. Review and selection decisions are based primarily on published reviews.

### **Downloadable eBooks, Audio Books, Music, and Videos**

The Library is a member of Oregon Digital Library Consortium which gives us access to Library2Go, a service that provides access to thousands of downloadable library

materials which can be used on personal computers or personal media devices. The Library will make these materials available from our website and provide as much technical support as reasonably possible.

### **Electronic Databases**

The Library participates in Oregon's Statewide Database program which provides an extensive collection of academic and general interest materials which include journals, magazines, encyclopedias, books, newspapers, and other resources. The Library also subscribes to other databases which are of specific interest to area residents (such as those related to genealogy, auto repair, crafts, etc.).

### **New Forms of Audio-Visual and Digital Media**

From time to time new forms of audio-visual and digital media are introduced into the market place. Often these new products enjoy only brief popularity before losing their market to other newer forms of media. Many of these newer forms of media require expensive playback equipment for use. New media forms are studied carefully to assess their suitability for public library use, and sufficient time is allowed to properly determine whether they will receive lasting and wide-spread public acceptance before collections of such new forms of media are added to the Library.

## **Young Adult Collection**

Adolescence is the transitional age from childhood to maturity and an experimental stage during which young people investigate a wide variety of interests. Young adults may use a wider range of library materials than any other age group. While the entire collection is available to the young adult, the library recognizes that certain materials have a special appeal or message for this group.

The young adult collection includes recreational reading particularly appropriate to adolescents ages 12 through 19. It is not intended to be a comprehensive collection serving all the needs and interests of young adults, nor is it the library's intention that young adults should be confined to the use of this material.

Materials are selected for this collection to broaden the horizons of young adults and help them to cope with the trials of adolescence. To facilitate the young person's growth

into adulthood, the collection will inevitably include materials on controversial topics as it addresses the information needs of our community.

Because Young Adult fiction frequently needs to be replaced because of damage or loss, the preferred format is the less expensive soft-cover or paperback. However, new books are often released in hardcover form, so it is often necessary to purchase that format if the item is in demand at first release. When possible, the paperback edition of a new book is purchased.

## **Children's Collection - Print**

The children's collection serves children from birth through the sixth grade; and also adults involved with children such as parents, teachers, group leaders, and children's literature students. It includes materials for all reading, listening, and viewing levels; for all recreational preferences; and on all subject interests. Replacement and duplication of older titles is extensive as children read and reread favorite books spanning generations. Besides materials for children, the children's collection also contains a number of books concerned with parenting, homeschooling, and teaching.

To ensure a well rounded Children's print collection, materials that reflect reality as well as fantasy are included. As such it may include material which is controversial or offensive to some.

The children's collection includes a complete set of Newbery and Caldecott award winning books which are considered to be the highest standard of children's literature in America. Winners of other local awards or contests such as Oregon Readers' Choice Award and Oregon Battle of the Books will be purchased as demand and budget dictate.

### **Picture Books**

The library provides picture books for reading aloud and sharing with children from preschool to grades three or four. In these books, the text and pictures should complement each other. Sentences should be rhythmic and vocabulary distinctive and appropriate for the child's listening ability. The illustrations should be artistic and satisfying to the child. The story should be original and interesting, preferably with an underlying theme to add depth to a minimal plot. Concept and information books should be creatively presented. The illustrations in wordless books should encourage

the child to create a story. Easy to read books should be artistically illustrated and creatively written with a readability of pre-primer through grade three. All picture books should broaden the child either emotionally or intellectually.

### **Fiction**

Fiction is selected mainly for grades four through six. Plot should grow out of a strong theme, be convincing, and excitingly developed through action. Characters should be logically motivated and revealed through incidents. The words should flow smoothly with few clichés. Dialogue should sound natural. Illustrations, if included, should be artistic and add to the appreciation of the story. Adaptations and abridgements are purchased only when they are faithful to the intent of the original. Each book in a series is evaluated separately.

### **Non-Fiction**

Non-fiction should be accurate, objective, and consistently appropriate to the age of the reader. The format should be appealing with the inclusion of diagrams, maps, illustrations, and photographs as needed to enhance the understanding or enjoyment of the text. The text should show some originality of treatment. The style should be direct and neither over simplified nor too complicated for the intended audience. Indexes and bibliographies are desirable, and should be accurate and complete.

The non-circulating reference collection, while not extensive, consists of books needed to answer specific questions and to assist with the location of material in other books. It may include encyclopedias, almanacs, dictionaries, bibliographic aids, indexes, important lists, definitive books in areas such as plants, shells, birds, states, and presidents, and books related to the subject of children's literature.

### **Paperback Books**

When possible, children's books are selected in hardcover format. The format for children's book selection is based on supply, demand, and on the length of time the book is expected to be in the collection. Very popular current books that may not last in popularity for more than five or ten years are purchased in soft-cover or paperback format when possible (unless high circulation statistics or wear-and-tear demand a more sturdy format).

## **Periodicals**

Periodicals are selected to appeal to children of all ages and are chosen from approved professional lists and from examination of new publications.

## **Video Recordings**

Videos should be appealing to various age groups, emotionally involving, informationally sound, varied as to subject, artistically conceived, and of high technical quality.

## **Music CDs and Books on Tape/CD**

Music CDs and books on tape/CD should be of special interest to children. Different varieties of music should be represented in the total collection. The encouragement of participation is desirable. The productions should be professionally executed by performers and technicians whether they are concerned with music, storytelling, read-aloud, listening, or instruction.

# Request for Reconsideration of Library Materials

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone :( \_\_\_\_\_ ) \_\_\_\_\_

Representing:  Self: \_\_\_\_\_

Organization: \_\_\_\_\_

Have you read the library's Materials Selection Policy?  Yes  No

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Author/Producer: \_\_\_\_\_

Title: \_\_\_\_\_

Hardback: \_\_\_\_\_ Paperback \_\_\_\_\_ Other: \_\_\_\_\_

Did you read, view or listen to the entire work?

To what do you object? Please be specific.

Is there anything good about this work?

Are you aware of the judgment of this work by critics?

What would you like us to do about this work?

Re-evaluate it.

Withdraw it from the collection.

Other \_\_\_\_\_

What work would you recommend in its place? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Creswell Library

## Purchase Request (turn in to circulation desk staff)

*While we can't promise to purchase all requests, we welcome your ideas and suggestions for books and other materials to be added to the library.*

*If an item is selected, the requester will be notified and given first chance to borrow.*

Requested by (patron name): \_\_\_\_\_ Date: \_\_\_\_\_

Card #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title: \_\_\_\_\_ Author: \_\_\_\_\_

I've read this book.

I want to read this book.

Other information: \_\_\_\_\_

*Staff use only:*

Order/purchase date: \_\_\_\_\_ Patron notified: \_\_\_\_\_