



## **POLICY: Materials Selection**

### **Purpose**

To guide the selection of library materials and to establish policies to maintain the collection.

### **Statement of Policy**

Within the limits of space and budget Ilisley Public Library shall provide books and other library materials in a variety of formats that include an abundance of resources representing the greatest possible diversity of genres, ideas, and expressions and a full range of viewpoints and experiences that meet the informational, educational, civic, and recreational needs of all people of the community the library serves.

The library board of trustees authorizes the library director to purchase and remove books and other materials in order to meet the goals above. The director may delegate these responsibilities to staff members who have appropriate training and experience. In selecting materials the library staff uses familiarity with authors and publishers, professional reviewing media, bibliographies prepared by subject specialists, and suggestions from the public. In addition the library may enter into cooperative arrangements and other partnerships to share the work of locating and acquiring diverse materials. Interlibrary loan may complement but not substitute for the development of a diverse library collection.

The Library will evaluate its resources and holdings on a continuing basis to ensure that they best reflect library policies and the changing needs of the community. Books are usually withdrawn from the collection based on frequency of circulation, number of copies in the collection, availability in other formats or from other libraries, timeliness, or poor condition.

Materials will not be excluded because of the origin, age, background, or views of those contributing to their creation; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content; or endorsement or disapproval by an individual or group. Materials will not be labeled prejudicially or be segregated from the rest of the collection as a means of predisposing patrons against them.



The library provides access to collaborative collections, such as downloadable audiobooks, streamed films and music, and electronic databases, and has no direct control over the inclusion or exclusion of particular titles.

The library will be responsive to the educational needs of the community's students but will not purchase textbooks other than reference materials. The library shall make a special effort to include in its collection materials that deal with local issues and/or are written by local authors. The library's Request to Reconsider Materials Policy enables individuals to challenge the inclusion of particular materials in the collection.

The selection standards that govern purchases shall also apply to the acceptance of gifts. The library may select those items needed for the collection and dispose of unwanted items as it deems best. The library will not accept gifts of materials offered with restrictions or conditions.

#### **Sources**

"Policies on Selecting Materials on Controversial Topics", American Library Association, December 25, 2017. <http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/controversial> (Accessed November 27, 2018)

"Request to Reconsider Materials Policy." Adopted by the Ilsley Public Library Board of Trustees in April, 1985.

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