

Circulation Policy 230

Library Materials Selection Policy

Approved: December 14, 2004

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The mission of the Spring Lake District Library is to provide current, high-interest materials in a variety of formats, to encourage children's interest in reading by offering a stimulating array of materials and programs, and to serve as an informational center for the community. In the implementation of this mission, the Spring Lake District Library Board has adopted this selection policy to guide the library staff in the selection of materials and to inform the public about the principles upon which selections are made.

The definition of "selection" is as the decisions that must be made either to add materials to the collection or to retain material already in the collection.

The goals of library material selection are to maintain a well-balanced and broad collection of materials for information, reference and research; to support the democratic process by providing materials for the education and enlightenment of the community; and to provide recreational resources.

The Spring Lake District Library Board delegates the responsibility for selection of all library materials to the Library Director who may in turn delegate selection responsibilities to various library staff members. The general public and staff members may recommend materials for consideration.

Selection is based on the merits of a work in relation to the needs, interests and demands of the Spring Lake community. Basic to this policy is the Library Bill of Rights, the Freedom to Read statement, and the Freedom to View statement of the American Library Association. The library does not promulgate particular beliefs or views, nor is the selection of any given library material equivalent to endorsement of the viewpoint of the author expressed therein. Selection of a work does not constitute or imply agreement with or approval of the content on the basis of the moral, religious, or political beliefs of the producer or on the basis of controversial content.

Responsibility for the library material selections of children rests with their parents or legal guardian. The library will not be responsible for a child's selection of library materials or use of library resources. Selection of materials and resources is not restricted by the fact that the child may be able to possess materials his or her parents may find objectionable.

Materials with an emphasis on sex or containing profane language should not be automatically rejected. Selection should be made on the basis of whether the material presents life in its true proportions, whether characters and situations are realistically presented, and whether the material has literary value.

The following specific principles will guide selection:

- A. Contemporary significance or permanent value
- B. Accuracy
- C. Authority of author
- D. Relation of work to existing collection
- E. Price, format and ease of use
- F. Scarcity of information in subject area
- G. Availability of material elsewhere in the community, or through Lakeland Library Cooperative
- H. Popular demand – the library should make available materials for enlightenment and recreation even if not enduring in value, interest or accuracy.

Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks should be purchased for the collection when they supply information in areas in which they may be the best, or only, source of information on the subject.

Purchase of non-book materials will be governed by the same principles and criteria as listed above. Video and DVD titles purchased may include films with an MPAA rating of G, PG, PG-13, or R. No NC- 17 rated films will be selected. In addition to film classics, the Library will acquire current and popular movie titles selected from reviews, lists of other libraries, patron requests, and dealer catalogs.

Selection of gifts should be governed by the same principles and criteria applied to the selection of an item for purchase. No conditions may be imposed relating to any gift after its acceptance by the library.

The Library hereby adopts the Citizen's Request Form for Reconsideration of Library Material. Those citizens who wish to make a formal complaint about library materials are requested to complete the form. After this has been done, the material will be reviewed by the Library Director and if necessary, the Library Board.