

MATERIALS SELECTION ♦

GOALS AND OBJECTIVES:

The Blackwater Regional Library is a public institution supported by local taxes, state and federal funds, and endowment. Its fundamental goal is the provision of free and easy access to recorded information within the limitations of space and budget.

The selection of books and related materials necessary to achieving this goal is directed by the following objectives:

- ♦ To facilitate continuing education, both formal and informal
- ♦ To supply sources of information in all fields of knowledge
- ♦ To provide practical and vocational information that will improve occupational capabilities
- ♦ To meet the basic informational needs of the community
- ♦ To encourage the development of reading skills
- ♦ To encourage informed discussion of contemporary problems by providing materials on different or innovative cultures, experiences and thinking
- ♦ To support the educational, civic and cultural activities of groups and organizations
- ♦ To encourage intellectual, aesthetic, creative and spiritual growth
- ♦ To promote the use of books and other library materials for recreation and enjoyment
- ♦ To encourage maximum use of the collection by the greatest number of persons
- ♦ To support the democratic process by providing materials for the education and enlightenment of the community

RESPONSIBILITY FOR SELECTION:

The initial responsibility for materials selection lies with the professional staff of the library. All staff members and the general public may recommend materials for consideration. Selection of materials for the adult collection is not restricted by the possibility that children or adolescents may obtain materials their parents consider inappropriate. The ultimate responsibility for materials selection, as for all library activities, rests with the Library Director.

Responsibility for the reading of children and adolescents rests with their parents or legal guardians. Library materials are not marked or identified to show approval or disapproval of the contents. No book or other item is sequestered, except for the purpose of protecting it from injury or theft.

SELECTION CRITERIA:

Selection Principles: To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions whether purchased or donated, are considered in terms of the principles listed below. An item need not meet all of them in order to be acceptable.

Materials are evaluated on the significance of the entire work rather than individual parts.

The following principles will guide selection:

- ◆ Contemporary significance or permanent value
- ◆ Accuracy
- ◆ Reputation and/or authority of author, editor, or illustrator
- ◆ Literary merit
- ◆ Relation to existing collection and to other materials on subject
- ◆ Price and availability
- ◆ Format and ease of use
- ◆ Scarcity of information in subject area
- ◆ Attention of critics, reviewers, media and public

Selection Aids: The following standard selection aids are used:

- ◆ American Record Guide
- ◆ Booklist
- ◆ Downbeat
- ◆ Kirkus
- ◆ Library Journal
- ◆ New York Times Book Review
- ◆ Opera News
- ◆ Publishers Weekly
- ◆ Rolling Stone
- ◆ School Library Journal
- ◆ Wilson Library Bulletin
- ◆ Publishers' catalogs and bibliographies prepared by various libraries and subject authorities are also used.

MATERIALS REQUIRING ADDITIONAL CRITERIA:

Children/Young People: In choosing books and related materials for children and adolescents, the same principles are applied as in the selection of adult materials. More thought, however, is given to age as a determining selection principle. Materials must be suitable in reading level, interest level, and treatment of subject to the age of the intended audience.

Curriculum Related Materials. Although school and academic libraries in the library region have primary responsibility for providing materials to their students, the Blackwater Regional Library will supply supplementary reading and reference materials. Textbooks may 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. They are not duplicated to satisfy the demands of a specific school or academic course.

Gifts. A gift for the library collection may consist of materials or of funds for the purchase of materials. Funds may be given for acquiring materials recommended by the library staff or for the purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the selection will be made by the librarian in consultation with the donor. The library encourages gifts not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the collection.

Gift additions must meet the same selection criteria as purchased materials. In some cases, titles are received or purchased which could not have been acquired from library funds because of budget limitations. If gifts of marginal value are being offered, processing costs and use of shelf space are considered before the gift can be accepted.

Gifts are subject to the following limitations:

- ◆ The library retains unconditional ownership of the gift
- ◆ The library makes the final decision on its own use or other disposition of the gift
- ◆ The library reserves the right to decide the conditions of display, housing, and access to the materials.

Local History. The library, through its local history collection, preserves books and source materials which document the history of its service area and provide a record of current happenings therein. Local history material may be acquired even though it does not meet other selection criteria.

Microforms. Microforms are acquired to augment the periodicals and newspaper collections, to save space, and to provide specialized materials not otherwise available.

Newspapers. Newspapers are selected to meet reference and research needs, to provide current information, and to satisfy casual interest in current events.

Pamphlets. Pamphlets are defined as unbound, free or inexpensive materials which are not catalogued and which are normally organized in a subject file. They are especially useful for providing information on how-to-do-it techniques, vocations, travel, subjects of local interest, current issues, and fields in which few books are available. Pamphlets are selected from the *Vertical File Index* and other reliable sources.

Periodicals. *Periodicals are purchased to:*

- ◆ Supplement the book collection
- ◆ Provide material not yet available in book form
- ◆ Provide recreational reading
- ◆ Aid in book selection
- ◆ Furnish professional reading for the staff

Periodicals selected are:

- ◆ Those which are considered authoritative and objective
 - ◆ Those indexed in the standard periodical indexes
 - ◆ Those of local interest
 - ◆ Those frequently in demand
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MAINTAINING THE COLLECTION:

Duplication: Duplication of materials at each branch, station, and on the bookmobile is governed by a combination of demand, historical value, and/or perceived need in a community. Current popular books are duplicated to meet demand by renting copies for limited periods of time.

Reference Collection: As the headquarters of the regional system, the Walter Cecil Rawls Library in Courtland attempts to provide a non-circulating reference collection of superior quality and usefulness. Due to budget and space constraints, smaller reference collections will be maintained at the branch and station libraries.

Discarding: The discarding of materials is selection in reverse. Systematic withdrawal of materials, which are no longer useful in maintaining an active, accurate collection, is necessary. Library materials are discarded for one or more of the following reasons:

- ◆ Irreparable damage
- ◆ Obsolescence
- ◆ Insufficient use
- ◆ Space available for housing materials

Replacement: A replacement is an item purchased to take the place of an identical title previously in the collection. It is the library's policy not to automatically replace all materials withdrawn because of loss, damage, or wear. Need for replacement in each case is judged by two factors:

- ◆ Existence of adequate coverage of the subject, especially if more current material is available
- ◆ Demand for the specific title

Reconsideration: Once an item has been accepted as qualifying under the selection policies and rules, it will not be removed at the request of those who disagree with it unless it can be shown to be in violation of these policies and rules. There is a formal procedure for the reconsideration of materials. (See Material Reconsideration Procedure) The Director is available to discuss the interpretation and application of these selection principles.

MATERIAL RECONSIDERATION PROCEDURE

If a person complains about an item in the library's collection, the staff member available should establish the specific nature of the complaint with the patron. If the patron wishes to have the material formally reconsidered with respect to its place and purpose in the collection, the staff member should:

- ◆ Provide a copy of the **Materials Selection Policy** and point out reconsideration section.
- ◆ Provide a **Request for Reconsideration of Library Materials** form if, after reading the **Materials Selection Policy**, the patron still wishes to register a formal complaint.
- ◆ Assure the patron that the material in question will be reviewed by the Library Director
- ◆ Assure the patron that he/she will receive a letter from the Director describing the results of this review.
- ◆ Give the completed **Request for Reconsideration of Library Materials** and the material in question to the Director
- ◆ Give the patron's copy of the form to the person requesting the reconsideration.

Copies of the Library Director's responding letter to the patron will be sent to all branches, stations, and members of the Library's Board of Trustees.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

TITLE _____

BOOK _____ PERIODICAL _____ OTHER _____

AUTHOR _____

REQUEST INITIATED BY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

DO YOU REPRESENT: Yourself _____

An Organization (Name)

Other Group (Name) _____

1. To what in the work do you object? (Please be specific. Cite pages.)
2. Did you read, see, or listen to the entire work? If not, then what parts?
3. What do you believe is the theme of the work?
4. Are you aware of judgments of this work by literary critics?
5. What would you like the library to do about this work?

Signature _____ Date _____

DISSEMINATION OF GIVEAWAY MATERIALS

The Library's purpose is to make information accessible to the inquiring public in the manner most appropriate to the needs of the use. In some cases, that purpose is best served by providing multiple copies of items such as pamphlets, brochures, booklets and schedules for pick up and permanent use by the library patron. Materials that are published on a periodical frequency such as newspapers and newsletters do not fall within this category of material.

The materials selection policy of the Blackwater Regional Library continues to be the first test of whether any material is appropriate to the library's collection. Materials such as pamphlets, brochures, booklets and schedules which are judged to be appropriate may be disseminated in multiple copies when they fall within the following categories:

- ◆ **Government Information Giving:** Items of a public service nature produced by city, county, state, and/or federal government; this category includes federal and state income tax forms.
- ◆ **Local Cultural Information:** Guides to the programming of radio and television media; schedules and announcements concerning local performing and visual arts events.
- ◆ **Library-Produced Publications:** Information organized and published by the Blackwater Regional Library.
- ◆ **Library and Library Service Promotional Materials:** Items such as bibliographies and bookmarks, which promote books, reading, library service, etc.
- ◆ **Library-Sponsored Programs:** Information which compliments or is used in conjunction with a library sponsored program or display.

The availability of multiple copies of any materials will also depend on space limitations in each branch, station, or bookmobile.

DISPLAYS AND EXHIBITS

The main library and branches offer their facilities for exhibits to organizations and individuals for cultural and educational purposes. Arrangements for such exhibits must be made with the librarian in charge and may be subject to the approval of the Board. The Board assumes no financial obligation due to loss or damage.

It is the policy of the Board to prohibit any advertisements displayed in the main library and branches unless the project is specifically related to the purpose and goals of Blackwater Regional Library.

SALES OF ARTICLES*

No article shall be offered for sale on the library premises without prior approval by the Library Director.

* Revised and Approved 4/20/05

GIFTS AND DONATIONS ♦

Blackwater Regional Library welcomes gifts and donations in support of the library system and its collections, programs, services and facilities. Monetary gifts, donations of library materials, and personal or real property are accepted subject to the following:

- ♦ Gifts of library materials (books, audio and video tapes, etc.) and non-library materials (furniture, art, etc.) are accepted by the Blackwater Regional Library with the understanding that they are non-returnable and may be handled or disposed of in the best interests of the library system. Donated materials may be added to the collection if they meet the standards set forth in the library's Materials Selection Policy.
- ♦ The Blackwater Regional Library welcomes gifts of money, securities or other liquid assets, with the understanding that such gifts are made unconditionally and irrevocably, and that all rights to such assets are made absolutely and forever. All such gifts shall be forwarded to the Budget & Finance Manager for processing through central accounting*.
- ♦ Every effort will be made to utilize a gift in accordance with the donor's intent. Undesignated gifts will be used by the Blackwater Regional Library in any way it deems appropriate.
- ♦ Branch Managers will acknowledge all donations valued at \$25.00 or more. In addition, the Blackwater Regional Library Board will acknowledge all donations valued at \$200.00 or more.

The Blackwater Regional Library reserves the right to refuse any gift that is deemed unsuitable. Library staff members decide what items to accept or decline.

♦ Approved 5/18/05 (gifts & donations)

*Approved 1/18/06

Revised 6.17.2015

♦ Approved 5/18/05 (gifts & donations)

* Approved 1-18-06

PARTNERSHIPS, SPONSORSHIPS AND ENDORSEMENTS

Blackwater Regional Library actively solicits and encourages the business community, service clubs, and other organizations to become sponsors of BRL events, programs, and services. A sponsorship is defined as a mutually beneficial exchange whereby the sponsor receives value in return for cash or goods or services-in-kind provided to the organization.

Tax receipts are not issued to sponsors. Sponsorships are usually considered business expenses and not charitable donations. They are typically funded from corporate and business marketing budgets. Sponsorships must comply with the Blackwater Regional Library's policy on conflict of interest. The organization reserves the right to refuse or decline any offer of sponsorship at its absolute discretion or to negotiate with any sponsor concerning any aspect of a proposed sponsorship

Sponsorships do not imply endorsement of products or services by Blackwater Regional Library. A sponsorship does not automatically imply any exclusive arrangement with the organization. BRL's Library Director is responsible for determining whether a sponsorship will be solicited and/or accepted based on an assessment of the best interests of the library and the wishes of the Board of Trustees. The Library Director may refuse any sponsorship deemed at variance with the library's mission, goals, policies, and best interests.

It is important that any sponsorship arrangement involving Blackwater Regional Library should:

- Be unambiguous and clearly understood by all parties.
- Avoid any real or perceived conflict of interest by all parties.
- Avoid real or implied endorsement of a commercial product.
- Avoid partnerships with inappropriate individuals and organizations.
- Receive appropriate approval by the Library Director.
- Be fully accountable to Blackwater Regional Library's Board of Trustees.

A partnership agreement will define the terms of the sponsorship (e.g., project details, timing, limitations, invoicing, and formal recognition of sponsorship) and any recognition to be provided to the sponsor. Sponsors will be provided with a level of recognition commensurate with their contribution. Recognition shall be in conjunction with, but not limited to, the programs or services that are supported by the sponsor.