

## 15. MATERIAL SELECTION POLICY

- **Authority**
  - The Derby Public Library is organized under the laws of Kansas and authorized by K.S.A. 12-1219 (Appendix KK) to acquire by purchase, gift or exchange the materials and equipment deemed necessary by the Library Board for the maintenance and extension of library services.
- **Statement**
  - The Derby Public Library will select a comprehensive, well-balanced collection of print, non-print, and electronically accessed materials designed for various ages, reading levels, and interests to meet the informational, educational, recreational, and cultural needs of the community. The Library will collect materials which reflect a variety of viewpoints on controversial issues. The presence of an item in the Library does not indicate any endorsement of its content by the Library.
- **Selection Responsibility**
  - While the overall legal responsibility for the materials selection policy rests with the Library Board of Trustees, the Board delegates to the Director the responsibility for the selection of materials and the development of the collection. The Director may utilize advisory assistance including trained, designated Staff, although the Director will approve all materials prior to acquisition. Suggestions from library users and Staff are encouraged and are evaluated based on the criteria for selection of materials.
- **General Criteria**
  - The criteria for materials vary with the type and format of the item under consideration. Some criteria will be the same for each type of material, but each item should be considered in terms of its own excellence and the audience for whom it is intended. Bestsellers and award winning books will be given high priority. Formats may include trade or library bindings, paperbacks, and non-print when applicable, with the final determination of format type being relative to the item under consideration.
  - General selection criteria includes but is not limited to:
    - ❑ Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
    - ❑ Age or copyright of existing materials
    - ❑ Reputation of the author, artist, publisher or producer
    - ❑ Suitability of subject, style and reading level for the intended audience
    - ❑ Current appeal and popular demand
    - ❑ Present and potential relevance to the community needs
    - ❑ Availability or scarcity of materials on the subject
    - ❑ Value of material in relation to its physical durability (size, paper, print, binding)
    - ❑ Evaluation of critics and reviewers

- In addition to the general selection criteria above, the following criteria are often used but not limited to in the decisions of the acquisition of **nonfiction** materials:
  - ❑ Purpose, importance and authority
  - ❑ Accurate and up-to-date which is especially crucial in rapidly changing areas such as the sciences, medicine, health care, finance, geography, and technology
  
- In addition to the general selection criteria above, the following criteria are often used but not limited to in the decisions of the acquisition of **fiction** materials:
  - ❑ Plausible plot with good plot development
  - ❑ Effective characterization
  - ❑ Creative and imaginative writing
  - ❑ Literary merit and significance
  - ❑ Historical accuracy when applicable
  
- The selection of **children’s** materials, while similar in scope varies in comparison with adult materials. Children’s materials range from infancy to fifth grade (approximately age 11) and focus on a balance between recreational, educational and informational needs.
  - Children’s literature selections should include, in addition to the general selection criteria above but are not limited to:
    - ❑ Wide range of subject interests
    - ❑ Literary and artistic worth
    - ❑ Accurate and up-to-date
    - ❑ Suitability of content and vocabulary to the age of the readers
    - ❑ Balance between text and pictures in preschool materials
    - ❑ Variety in points of view to enable children to better understand their world
    - ❑ Materials that reflect cultural diversity
    - ❑ Materials that reflect the wide spectra of reading comprehension and maturity levels of children
    - ❑ Graphic novels for children with recognition of the general public community standards
  
- The selection of **young adult or teen** materials, while similar in scope to both children and adult materials, varies yet again. Young adult or teen materials range from sixth grade (approximately age 12) thru high school (approximately age 18). The emphasis is on materials which widen the boundaries of the adolescent’s thinking, enrich his/her life, and focus on a balance between recreational, educational, informational, and emotional needs.
  - Young adult or teen literature selections should include, in addition to the general selection criteria above but are not limited to:
    - ❑ Wide range of subject interests, some of which may be controversial
    - ❑ Literary worth
    - ❑ Artistic worth, if applicable
    - ❑ Accurate and up-to-date
    - ❑ Suitability of content and vocabulary to the age of the readers
    - ❑ Materials that reflect cultural diversity

- ❑ Materials that reflect the wide spectra of comprehension, maturity and literary skills
  - ❑ Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for identity, self-worth and independence
  - ❑ Graphic novels for the teen audience with recognition of the general public community standards
- Selections are made to supplement and extend curricular demands insofar as they do not obscure the Library's general contribution and mission to the community or attempt to substitute the school or homeschool library's function and role.
  - In general, textbooks are not added to satisfy school demands but to provide information on subjects where there is little or no material available in any other form, or when the textbook makes a significant contribution to the collection. A greater emphasis is on providing a variety of books, which will encourage an understanding and awareness of diverse cultural, ethnic, religious, viewpoints, and national attitudes.
  - **Reference** materials that are age-appropriate will be available to assist users with informational and research needs. The selection criteria match the above listed guidelines.
  - Selection of **non-print materials** will parallel the general criteria of print items. Popular selections, bestsellers and award winners will be given high priority.
  - As with print items, a diversity of subject areas will be purchased. It is recognized that non-print materials may present words, sounds, lyrics or graphics of objectionable nature to some library users. Like print materials, it is the responsibility of the parent or legal guardian to make appropriate choices for their children and only their children.
  - Published reviews of non-print and electronically accessed materials will provide information about the content, subject matter, and recommended audience. The review or information on the material may include ratings from such associations as the Motion Picture Association of America (MPAA), etc. and will be included if on the original packaging.
  - MPAA and other rating services are private advisory codes and have no legal standing. For the Library to add such ratings to any materials is not in accordance with professional standards. The application of locally generated ratings schemes intended to provide content warnings to Library users will not be applied.
  - Non-print selections may include but are not limited to:
    - ❑ **Periodicals and Newspapers:**
      - ❖ Regional interest, reference value, recreational interest
    - ❑ **Microforms:**
      - ❖ Purchased based on space and cost considerations.
    - ❑ **Audio:**
      - ❖ Spoken recordings of original print materials that may include works of fiction and non-fiction, foreign language, instructional or self-improvement materials for all ages.
      - ❖ Unabridged version is preferable to abridged but final decision will be based on availability and fiscal resources.

- ❑ **DVD/Optical:**
  - ❖ Purchased primarily for home entertainment, information, and self-instruction for all ages.
  
- ❑ **Music Compact Discs:**
  - ❖ Selection includes but may not be limited to:
    - ◆ classical works
    - ◆ current popular songs
    - ◆ music representative of other countries
    - ◆ jazz
    - ◆ movie soundtracks and Broadway musicals
    - ◆ inspirational
    - ◆ children's
    - ◆ special effects
  
- ❑ **Microcomputer Software:**
  - ❖ The current collection of software is limited to in-Library use only.
  - ❖ The purchase of software must coincide with hardware availability.
  - ❖ Software purchased should be of an educational or practical value to the public or Staff.
  - ❖ Software examples include, but are not limited to, resume writing, word processing, spreadsheets, research tools, educational games age-appropriate for ages 4 – 10, etc.
  
- ❑ **Internet:**
  - ❖ The Derby Public Library provides free access to the Internet as a reference tool for library users recognizing this service as a part of its mission and roles.
  - ❖ The Internet is, however, an unregulated medium.
  - ❖ As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.
  - ❖ Many of the resources on the Internet can enhance the Library's collection; however, the Library has no control over selection nor is it possible to apply the same selection criteria as used for other materials.
  - ❖ The Library will maintain recommended web sites that have been examined and reviewed within the Library industry and are recognized as reliable and authoritative.
  - ❖ Individual library Internet users, however, are responsible for determining the value of the content of any accessed website.

- **Selection Reviewing Aids**

- ❑ Selection aids include, but are not limited to:
  - ❖ reviewing journals
  - ❖ publishers' catalogs

- ❖ recommended booklists
- ❖ bibliographies
- ❖ newspaper and popular periodical reviews
- ❖ preview materials from sales and publisher representatives
- ❖ subject specific selection aids
- ❖ publisher approval plans, when appropriate.

- The Derby Public Library subscribes to, endorses and supports the Library Bill of Rights; Libraries: An American Value; the Freedom to Read Statement; the Freedom to View Statement; the Free Access to Libraries for Minors; and Access for Children and Young Adults to Nonprint Materials (Appendices X, Y, Z, AA, CC, CC-1) while always reserving the right to adhere, when deemed necessary, to community standards and/or to local, state or federal statutes that may appear in conflict with parts or all of the statements .
- In accordance with these statements, the Library recognizes that some materials may be controversial and that any given item may concern some library users.
- Without anticipated approval or disapproval, selections will be made solely on the merits of the work in relation to the building of the collection by the established policies and to serving the interests of library users.
- Access to Library materials is not restricted by age.
- Responsibility for the reading, viewing and listening choices of minors rests with their parents or legal guardians.

- **Materials Not Purchased**

- Referral to other Library collections and interlibrary loan requests can provide avenues for assistance in obtaining those materials or formats not purchased for whatever reason(s) deemed necessary by the Derby Public Library.

- **Replacement and/or Duplication of Materials**

- With a limited allocation of resources for materials collections, it is necessary to weigh the purchase of duplicate or replacement titles with care.
- In accordance with the popular materials role of the Library, duplication of some popular and current bestsellers may be in the best interests.
- Subjects and topics of wide interest may also require duplication of materials.
- Replacement of materials is based on but not limited to:
  - ❑ Number of copies available
  - ❑ Coverage on the specific topic
  - ❑ Amount of similar material available
  - ❑ Demand for material in a specific subject area
  - ❑ Availability of a particular title

- **Donations of Materials**

- The Derby Public Library accepts donations of new or used books, DVDs, audio books, and music CDs, equipment, etc., as outlined below:
- Donations are accepted with the understanding that the Library retains unconditional ownership and makes the final decision on the materials' acceptance, use, or disposition.
- Donations will be added to the collection if they meet the same criteria required of purchased materials. Library staff will make the final decisions on placement of donated materials following an established procedure. No final decision can be made at the time of the donation.
- Donated items that do not meet established criteria for placement in the collection will not be returned to the donor but may be sold, given to another library or organization, sold online, disposed of as trash, or recycled.
- Library Staff has the right to refuse or retain any donated materials.
- Materials must be in good, useable condition. Books that may be unacceptable and will be disposed of immediately are those that are water damaged, contain mildew or mold, are severely worn, yellowed, and musty, are handwritten, contain highlighting or other markings, strong smoke smell, or have no sale potential.
- Materials that will not be accepted, include, but may not be limited to:
  - ✓ Textbooks
  - ✓ Magazines
  - ✓ Encyclopedias
  - ✓ Series or sets of books (older than 10 years, such as, but not limited to, Reader's Digest publications, Time-Life, Childcraft, etc.)
  - ✓ Non-Derby school year books
  - ✓ Damaged DVDs, music CDs, audio books, etc.
- Donations must be delivered to the Library in boxes or bags that can be easily lifted and carried. A maximum of 3 boxes or bags can be accepted.
- Monies received from the sale of donations will be added to the Capital Improvement Fund and may be used to purchase equipment, furniture, new materials, etc., as recommended by Staff and approved by the Library Board of Trustees.
- Donated items will be integrated into regular Library collections in normal sequence, will be available to all library users, and will otherwise be handled as any other material belonging to the Library, including retention as specified in the collection maintenance policy.
- Library Staff is unable to appraise donations for tax purposes by authority of Internal Revenue Service publication #561 which states that an excluded qualified appraiser is "the donor of the property".
- A receipt acknowledging the number and format of the donated materials received can be provided upon request.

- **Memorial Gifts**

- Memorial gifts provide a distinctive tribute to a friend or loved one. A memorial gift may also be appropriate for a beloved pet.
- Memorial gifts are accepted with the understanding that the Library retains unconditional ownership and makes the final decision on the gifts' acceptance, use, or disposition.
- Library Staff works with the family or group to recommend and select materials that reflect the personal interests of the memorial designee and meet the established criteria for the

selection of materials. Memorial bookplates are placed in each item to acknowledge the gift.

- Memorial items will be integrated into the regular Library collections in normal sequence, will be available to all library users, and will otherwise be handled as any other material belonging to the Library, including retention as specified in the collection maintenance policy.
- Memorial donations made with requests for purchase of specific items will be accepted only if the specific item matches an established need as recommended by Library Staff.
- Memorial donations made with restrictions and/or stipulations will be accepted only after consideration by and with the approval of the Library Board.
- The Library Board retains the right to decline any gift or donation.
- Memorial gifts and donations may be deductible as governed by the Internal Revenue Service. Determination of a gift as a tax deduction is the responsibility of the donor. A letter of acknowledgement of the donation will be sent to the donor.

- **Special Occasion Gifts**

- Individual gifts that recognize birthdays, anniversaries, graduations, or other special events for family or friends are also welcomed. Library Staff will work with the donor to recommend and select appropriate materials that are needed in the Library's collections. A donor bookplate is made available for each item.
- Special occasion gift items will be integrated into the regular Library collections in normal sequence, will be available to all library users, and will otherwise be handled as any other material belonging to the Library, including retention as specified in the collection maintenance policy.
- Gifts of recognition for special occasions may be deductible as governed by the Internal Revenue Service. Determination of a gift as a tax deduction is the responsibility of the donor. A letter of acknowledgement of the donation will be sent to the donor.

- **Monetary Gifts and Donations**

- The Library accepts donations of monetary gifts for designated or undesignated purposes or memorials.
- The Derby Library reserves the right to use cash donations in a manner that will best serve the operations and services of the Library to its library users.
- Cash donations made with requests for purchase of specific items will be accepted only if the specific item matches an established need as recommended by Library Staff.
- Cash donations made with restrictions and/or stipulations will be accepted only after consideration by and with the approval of the Library Board.
- The Library Board retains the right to decline any gift or donation.
- Monetary gifts and donations may be deductible as governed by the Internal Revenue Service. Determination of a gift as a tax deduction is the responsibility of the donor. A letter of acknowledgement of the donation will be sent to the donor.

- **Miscellaneous Gifts and Donations**

- One time or multiple donations to the Derby Library are always appreciated and provide mutual benefits to the donor, the Library, and to the Derby community.

- Estate donations are far-reaching and enable the Derby Library to be visionary in its services to the community. Estate and other large donations need to be discussed with a lawyer to ensure that all legal aspects are correct.
  - Gifts provided with minimal stipulations are the most effective way to ensure that the Derby Library can utilize the donation to develop new library services or expand a service already in existence.
  - The Library Board retains the right to decline any gift or donation.
- **Donor Recognitions**
    - Memorial bookplates are placed in each material item, such as books, etc., to acknowledge the memorial and donor.
    - Art work donated as a memorial or from a specific individual may have a small engraved plate attached to the art piece when possible. A small sign may be placed near the art piece if it cannot be attached if approved by the Library Board at the recommendation of Library Staff.
    - With a minimum cash donation of \$250, memorials established for designated or undesignated items such as, but may not be limited to, furniture, equipment, etc., will be eligible for recognition on a memorial community plaque placed in the Library. The recognition will include the memorial designee and donor(s).
    - A memorial plate placed on or near a previous memorial gift in the possession of the Library prior to 7/22/2009 is exempted.
    - With a minimum cash donation of \$250 for either designated or undesignated items such as, but may not be limited to, furniture, equipment, etc., a donor(s) is eligible for recognition on a donor community plaque placed in the Library.
- **Challenged Materials**
    - The Library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials that embody various sides of controversial issues which some users may find offensive.
    - When a library user requests that library material be removed from the shelves, be restricted in use, or challenges the appropriateness of a specific material, a written request for reconsideration of the item must be submitted. Use the “Reconsideration of Library Material Form.” (Appendix MM).
    - Upon receipt of a written reconsideration request:
      - ❑ The Director will read, listen to, or view the challenged item. The Director may request additional people, as deemed necessary, to do the same. In this case additional people may include, but is not limited to: library staff, Library Board members, other library users, professional colleagues, etc.
      - ❑ The Director will exercise due diligence by obtaining professional reviews, comparing the questioned item to the Derby Public Library’s “Material Selection Policy”, checking the availability of the item in other libraries, obtaining circulation statistics, etc.
      - ❑ The Director will prepare a report for review by the Library Board.
      - ❑ The complainant will be notified in writing of the Board’s decision.

- **Collection Maintenance**

- In response to the changing nature of its community, the Library continuously evaluates its collections.
- Collection maintenance is an important aspect of collection development if the collection is to remain attractive, up-to-date, and useful.
- Withdrawal of and/or replacement of materials should be on a systematic and continuous basis.
- Weeding requires skill, care, time and knowledge of the materials to be discarded. The withdrawal of materials is the responsibility of the Director who may utilize advisory assistance.
- Weeding eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or in demand; unnecessary duplicates; and worn out or mutilated copies.
- Questions and points of consideration that should be asked when weeding are as follows:
  - ❑ What was the last date of circulation? What was the interval of time between checkouts?
  - ❑ Is the book in attractive and useful condition?
  - ❑ What is the copyright? Is the information and presentation still accurate?
  - ❑ Is it reliable? Viewpoints and information change with time.
  - ❑ Does it have appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
  - ❑ Is it a duplicate? Older edition duplicates of once popular titles should be discarded.
  - ❑ Is it appropriate material for the Library at this time?
  - ❑ Older fiction by popular authors, series fiction and fiction classics should be given due consideration.
- Additional guidelines and assistance in weeding is available in library literature and publications or may be obtained from the South Central Kansas Library System.
- Some items that **shall not** be discarded include, but may not be limited to, local history documents, local school yearbooks, local library history, local newspaper film, local cemetery records, and any other library or city documents deemed vital to retain for archival purposes.
- Recognized industry tools, documents, core collection lists, etc., that are used to help library personnel determine what to keep or discard may be kept indefinitely or until its information is no longer considered of value to the maintenance of the Derby Public Library collections.
- Those items withdrawn from the collection may be sold in the Library book sale or online, given to another library or organization, exchanged, trashed, or recycled.