



## **SELECTION POLICY FOR LIBRARY MATERIALS**

It is the responsibility of the Library Board of Trustees to set policy for the selection of library materials. The Library Director is responsible to the Library Board for policy implementation and for selection and development of the collection. This responsibility may be delegated in part by the Director to qualified professional librarians on the staff. Confidence is placed in their knowledge of accepted criteria supplemented by the use of the many recognized selection aids available.

### **Selection of Library Materials**

The library strives to give personal service to its patrons. Inasmuch as there is great diversity in readers and their tastes, the Library attempts to collect not only materials which are educational and informative but also those which are for recreational purposes. At all times the library seeks to obtain materials of high quality within a fixed budget. Price may be a deciding factor in the acquisition process.

Accordingly, there must be the most practicable provision of the material presenting all points of view concerning vital problems and issues of the times. The public library acts as the community's objective information center, and must guarantee access to all points of view.

It is the responsibility of the library to furnish supplementary materials for both formal and informal education and for self-development of the individual. In view of the fact that it is not the public library's responsibility to provide textbooks required for school or college courses, textbooks will not be purchased for the general collection, unless they are the best or only materials available in the particular subject area.

Patrons' requests for purchase of library materials shall be considered in accordance with the selection policy.

The Library accepts gifts without commitment as to final disposition. In determining whether a gift item is to be added to the collection, the same standards are applied with respect to it as are used in the selection of an item for purchase.

The Library wishes to recognize the literary efforts of local authors by including their works in the collection when possible. The library will review donated copies according to the Library's selection criteria. Items added are subject to the same weeding guidelines as other library materials. It is preferable to purchase items from an intermediary vendor, not directly from the author.

## **Selection Criteria**

Collection development decisions are made on the basis of professional librarians' judgment, expertise, and knowledge of what is already in the collection and by evaluating reviews in established library review journals. All Library selection and acquisition choices are made in terms of the following criteria:

1. Demonstrated or perceived community interest; need or demand by Library users or potential users
2. Attention of critics, reviewers, media, and the public
3. Suitability of format for library use and content
4. Relation to the Library's existing collection and other material available on subject
5. Authority, reputation, or qualifications of the author, artist, publisher, or producer
6. Currency of information
7. Available space
8. Value of resource in relation to its cost
9. Availability of resource in other libraries
10. Readability/appropriateness for audience

The library seeks to offer access to as many copies of desirable titles as possible to meet demand. The recommended ratio of patron reserves/number of copies of an item is 4/1. However, the item ratio cannot always be met due to budget limitations.

## **Weeding**

Our goal is to maintain a useful collection of interest to the Longwood Community. The collection shall systematically and continuously be weeded. However, care shall be taken to maintain a proper selection of the great works of literature and other library and historical titles of permanent value. The purpose of weeding includes:

- Improving the accuracy, reliability and currency of the collection
- Improving the attractiveness and appeal of the collection
- Reducing search time and making a pleasant browsing experience for our customers
- Making room for new items and utilizing available space in the best and most economical way
- Increasing circulation

The item's condition, the accuracy of its content and usage are the main criteria used for deselection.