

# Materials Selection Policy

## Glen Carbon Centennial Library District

The Board of Trustees of the Glen Carbon Centennial Library District recognizes that within Glen Carbon, there are groups and individuals with diverse interest, backgrounds, and needs. The library acknowledges their responsibility to serve all people within the Glen Carbon service area. Selection of materials will be made to develop a broad collection that focuses on access to informational, educational, and recreational resources. No library material which meets the selection criteria shall be excluded because of race, nationality, religion, political, or social views of the author. Library materials selection is assigned to the *Director and at the Director's discretion, and any such members of the professional staff who are qualified by reason of education and training.*

### Criteria for the Collection

- Contemporary significance
- Accuracy of content
- Popular interest
- Author's qualifications and reputation
- Local relevance
- Contributes to the diversity of the present collection
- Date of publication as outlined in the *Weeding Procedure & Schedule*
- Presentation of unique and/or controversial topics
- Relationship to the present collection
- Production quality
- Receipt of or nomination for major awards
- Budgetary consideration

### Adult and Young Adult Collection Specific Criteria

#### Non-Fiction

- Broad, yet inclusive subjects
- Thoroughness of coverage, including index, bibliography, illustrations, etc.
- Objective presentation of information
- Intrinsic value
- Appropriate and relevant
- Visually appealing
- Usefulness of material for homework assignments

#### Fiction

- Representation of both American and foreign authors
- Inclusion of popular fiction, as well as genre specific
- Literary merit
- Multicultural representation
- Reputation and popularity of author among young adults

## Juvenile Collection Specific Criteria

### Non-Fiction

- Subject relevance and age appropriateness of material
- Thoroughness of coverage and competence of writing style
- Clarity in the organization of the material
- Quality of illustrations, maps, graphics, and photographs

### Fiction

- Literary Merit
- Appropriate reading level and interest level
- Multicultural emphasis
- Appeal of author, genre, series for children

### Picture Books

- Relationship of illustration to text
- Literary quality and artistic impression
- Age appropriateness of art, text, and topic
- Appeal of author or illustrations to children

### Reference Material

- Currency
- Relevancy
- Quality
- Authoritativeness of publisher and/or author

### Audiobooks

- Appropriateness to the format
- Quality and clarity of production
- Completeness of work
- Literary merit

### DVD and CD

- Quality of production
- Approval rating of actors, directors, composers, writers, etc.
- Content appropriateness for intended audience

### Periodicals

- Multicultural representation
- Availability of storage space and display shelving

## **Public Requests for Materials**

The Glen Carbon Centennial Library District welcomes public input regarding content of the collection. Patrons choosing to submit a request may do so online via the library's webpage by selecting the "Suggest a Purchase" link. Submission of requests does not guarantee acquisition of the material. All requested items must meet the above selection criteria.

## **Replacements and Duplicates Policy**

The Library will replace materials on an as-needed-basis, taking into consideration budget constraints, currency of materials, and user demands. The library seriously contemplates the number of request for an item as a guideline for duplication. Acquisition of duplications will not take precedence over items needed for the permanent collection.

## **Gifts**

The library welcomes and accepts gifts of materials in good condition with the exception of encyclopedia sets and magazines. Donations of materials and their inclusion in the collection are subject to the same criteria as outlined above. The library reserves the right to evaluate and dispose of gifts in accordance with the Materials Selection Policy. Following the donation of materials, citizens may request an itemized receipt, but the library will not suggest a monetary value for such gifts. The library board reserves the right to sell or dispose of donated materials and to utilize monetary contributions as deemed appropriate in order to best suit the needs of the organization. Gifts of money, real estate, and/or stock will be accepted if deemed acceptable by the Board of Trustees. All donors will receive an appreciation letter.

Revised July 14, 2014