

Baraboo Public Library Materials Selection Policy

Approved November 14, 2006

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A. The Purpose of this Policy

The goal of the Baraboo Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

The Baraboo Public Library serves a diverse population possessing an unlimited range of interests and tastes, but because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy. The Materials Selection Policy is used by the library staff in the selection of materials and also serves to inform the public about the principles of selection.

The Library Bill of Rights, The Freedom to Read Statement, and The Freedom to View Statement have been endorsed by the Baraboo Public Library Board of Trustees and are integral parts of the policy. This policy will be periodically reviewed and revised as needed.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Baraboo Public Library Board of Trustees. This responsibility may be shared with other members of the library staff. Nevertheless, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Guidelines for Selection

The Library attempts to meet the needs of the entire community, recognizing that some materials may be controversial. It is the responsibility of the individual library user to choose those materials which best suit his or her tastes and needs. Although users are free to reject for themselves materials of which they do not approve, they may not restrict the freedom of others to view and read what they desire. Therefore, selection of materials will not be made on the basis of anticipated approval or disapproval, but on the basis of the principles stated in this policy. Materials are selected or not selected on the basis of the work as a whole, not on any part taken out of context. No library material shall be excluded because of expression of racial, religious, national, political, or social views.

The responsibility for the materials chosen by children and young people rests with their parents or legal guardians. At no time will library staff act in loco parentis. Selection of

materials for the collection will not be inhibited by the possibility that materials may be accessible to children and young people. Parents and guardians are encouraged to help their children select books and to guide their selections.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Existing library holdings
- Budget

Each item need not meet every criterion in order to be included in the collection. Varying combinations of standards apply according to the type of material or particular need. Librarians are expected to use their training, knowledge, and expertise in the selection of library materials.

Reviews are a major source of information about new materials. Reviews from professional journals (*Library Journal*, *School Library Journal*), popular periodicals, and appropriate web sites are used in the selection process and are sought whenever possible. The lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.

Opinions on selected works may also be solicited from authorities on the subject.

Consideration is also given to requests from library users, and to books discussed in the media. Purchase recommendation forms are available at the front desk.

D. Interlibrary Loan

Because of limited budget and space, the library cannot purchase all materials that are requested or all the materials we would like to provide. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the library's collection. In return for utilizing interlibrary loan, the Baraboo Public Library agrees to lend its materials to other libraries through the same interlibrary loan network and have its current holdings listed in a database that is accessible by other libraries throughout the state.

E. Gifts and Donations

The Baraboo Public Library encourages and appreciates gifts and donations of books and other materials. Such gifts and donations will be added to the collection only if they meet the same criteria of selection which are applied to purchased materials. If they are not needed because of duplication, condition, or dated information the library director can dispose of them as he/she sees fit.

Memorial gifts of books or money are also accepted and suitable bookplates may be placed in the purchased materials. Specific memorial books or other library materials can be ordered for the library by request of a patron if the materials meet the criteria established by this policy. It is best if the library director can first be consulted to ensure the suitability of such selections. Items will be chosen by the library director if no specific item is requested.

By law, the library is not allowed to appraise the value of donated materials, though it may provide an acknowledgment of receipt of the items if requested by the donor.

F. Maintenance of Collection

Systematic withdrawal and replacement of materials is necessary in order to maintain an up-to-date, attractive, and useful collection, and to make best use of available space. The same criteria will be used in withdrawing materials from the collection as are used in their acquisition. In addition, the decision to withdraw library materials may be based on physical condition, currency according to subject, circulation history, relevancy of information, and available space.

Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

The ongoing process of collection maintenance is the responsibility of the library director and is authorized by the Board of Trustees. The disposition of withdrawn materials will be at the discretion of the library director.

G. Reconsideration of Library Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials.

Patrons requesting that material be reconsidered for inclusion in the Library's collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The Library Director will respond in writing within 15 days. If the item is still of concern, the inquiry will be placed on the agenda of the next regular meeting of the Baraboo Public Library Board of Trustees.

Questioned items will be retained on the regular shelves until the final Library Board decision.