

Collection Selection Policy

Application

In governing the selection decision making process, this policy has an impact on library users with respect to the characteristics of materials selected for use. Using the stated criteria of the policy, library staff are also guided in the selection process.

Statement of Purpose

Many factors influence the quality of fit between given materials and the library collection. Guided selection helps provide timely materials of high quality that best suit library users. Being attentive to patron needs, requests and interests is crucial to providing high quality library service.

Policy

The following criteria serve as a framework for understanding selection decisions made by the library.

The criteria used for selecting and retaining materials in the general collection may be applied broadly or narrowly to inform decisions regarding materials of lasting local interest. Special consideration related to frequency of use, duplicate copies, designation as non-circulating, condition, content, quality and other considerations may bear on decisions made related to this collection.

- Public Interest
 - Public interest in given subject areas or specific materials will be determined in part through review of selection aids, direct demand, real-world events and issues, and relevant market trends. Community programs may be supported through selected materials.
- Accessibility to the user
 - Library materials may differ from materials intended for individual use in a number of ways. Considerations of format, content, intended audience, cost and other factors will inform the judgment of adequate fit for library use. The timeliness and current relevance of given items also has an effect on accessibility.
- Appearance or rating in selection aids
 - Reviews, descriptive content and citations are among the benefits offered by common selection aids. These sources primarily represent the perspective of the booksellers' and allied trades. Selection is informed, not dictated by review content. Primary sources include:
 - Library Journal
 - Ingram Curated Lists
 - Booklist
 - Consumer review websites
 - School Library Journal
 - Professional reputation of parties contributing to the creation of the materials
 - Bestseller lists
 - YALSA
 - Kirkus Review
 - Caldecott, Newberry awards

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- The professional reputation of content creators and producers may be judged using review sources noted above, general research, consultation with colleagues, and other recommendations.
- Current availability of similar material in the collection or library catalog
 - Duplicate copies may be selected to satisfy temporary patron demand, anticipated future use, or to provide circulating copies of items otherwise restricted to in-library use. Duplicate copies may not be retained over time.

Responsibility

The Library Director or a designee holds responsibility for providing documents related to the policy to concerned parties. The Library Director is responsible for training and supporting staff regarding this policy. The Library Director will maintain a listing of staff members reflecting their selection responsibilities.

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Reviewed by / on: