**LANGLEY PUBLIC LIBRARY**

**LIBRARY POLICY NO. 101.0**

**SUBJECT: MATERIAL SELECTION POLICY**

Objectives:

The Langley Public Library places major emphasis on information, recreational and educational functions. It recognizes the importance of basic materials of permanent value and timely materials on current issues. Materials will be purchased in the format that best suits patron needs.

Guidelines:

The Trustees of the Langley Public Library support the Library Bill of Rights promulgated by the American Library Association, and it serves as the basis for this policy and other lending policies of the library. Choice of materials will result from a variety of professional activities on the part of the Library Director. Review of new books from both professional journal and popular reviewing media form an important tool in the selection process. Recommendations from the staff and the public are also welcome and evaluated within the framework of the acquisition process.

Responsibility:

The Library Director has the final responsibility for the selection of all materials to be incorporated into the library's collection, regardless of the mode of acquisition. It is the Director's responsibility to provide materials that are of both current interest and permanent value, that are up-to-date, that are responsive to the interest and needs of every segment of the community and that do not discriminate against any political, religious, economic, or social view or group through deliberate exclusion of their views. The Director shall try to provide for a diversity of materials without exercising either direct of implied censorship. The Director shall be responsible for expending available funds in an equitable manner so that all divisions of the collection receive a just proportion of said funds.

Selection Criteria:

A. General:

All acquisitions, whether purchased or donated, are considered in terms of the standards listed below. However, an item need not meet all of the criteria in order to be acceptable. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of materials several standards and combinations of standards may be used. The following principals will guide selection:

* Contemporary significance or permanent value
* Community interest
* Accuracy of content
* Reputation and /or authority of the author, editor or illustrator
* Literary merit
* Relation to existing collection and to other material on the subject
* Price, availability, and demand
* Format and ease of use
* Scarcity of information in the subject area
* Availability of material in other area libraries
* Attention of critics, reviewers, media and public

B. Material Specific:

* Children's materials are to be selected based upon their literary and artistic merit, contribution to the balance of the total collection, and the suitability of their content and vocabulary to the age of the reader. Materials will be sought which present an accurate, fair, and wholesome picture of the subject. Textbooks are purchased only when information is not available in any other form. The goal of the public library is to supplement textbooks by ordering material which will help broaden interest stemming from the use of the textbook rather than the textbook itself.
* Periodicals are purchased to supplement the book collection, provide recreational and professional reading, and/ or provide material not yet available in book form. Selection of periodicals will be based upon their consideration as authoritative, objective, of local interest and demand, and indexed in standard periodical indexes.
* Gifts of books and other items will be accepted on the condition that the Director has the authority to make whatever disposition he or she deems advisable. Gifts will be judged upon the same basis as purchased materials.

Collection Maintenance:

To maintain the effectiveness of the library's total collection, the library will attempt to systematically remove materials no longer useful. The library does not automatically replace all materials withdrawn because of loss, damage or wear. Need for replacement is weighed with regard to several factors: number of duplicate copies, existence of adequate coverage of a field, similar material in the collection, later or more authoritative materials as well as current demand for the particular subject or title.

Reconsideration:

* Patrons requesting that material in the collection be reconsidered may complete a "Material Selection Inquiry." The inquiry will be placed on the agenda of the next regular meeting of the Langley Public Library Board of Trustees. Their decision will be based upon this selection policy after due consideration of the report of the Library Director and the patron's inquiry.
* The library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection or retention of material will not be made on the basis of anticipated approval or disapproval of their contents, and no library material will be sequestered, except to protect it from theft. Responsibility for the materials that children read rests solely with their parents or legal guardians.

**Reviewed 10-01-2015**

**Approved**