

## **El Reno Carnegie Library Materials Selection Policy**

### **Service area**

The El Reno Carnegie Library serves all of Canadian County. Residents of Canadian County can apply for library privileges at The El Reno Carnegie Library, Yukon's Mabel C. Fry Library, and the Mustang Public Library. Canadian County is also home to Redlands Community College, which houses the Learning Resource Center. El Reno is the county seat of Canadian County.

### **Goals**

The El Reno Carnegie Library will fulfill its mission by selecting and maintaining a collection of materials (both print and non-print) and electronic resources that address the interests and needs of the members of the community. The library's collection will include informational, educational, and recreational materials for children, teens, and adults.

### **Selectors**

The responsibility for the actual selection of books and other materials falls upon the Library Director. The task of selecting for specific collections (for example children's materials) may be delegated to specific staff members. All Staff members are responsible for recommending materials for purchase. It is understood that no one person can know about all subjects or the reading needs and desires of library patrons. *The library welcomes suggestions from the public.*

### **Selection Criteria**

General criteria for selection in all fields:

- A. Permanent or timely value
- B. Accuracy of information and authoritativeness
- C. Presentation and readability
- D. Social significance

Additional criteria for selection of electronic resources:

- A. Ease of use of product
- B. Accessibility to multiple users
- C. Equipment requirements

### **Selection Aids**

Because it is impossible to read every item considered for purchase by the library, standard library item selection aids are used as a guide in evaluation. Such aids are the basic library lists of recommended books, subject and reference bibliographies, and book/electronic resource reviews in library journals. No one publication is relied upon exclusively.

Duplication of titles shall be subject to the overall needs of the collection, the limits of the budget, and the demands of library patrons.

The collections of neighboring public and university libraries will be taken into consideration as to avoid duplication of materials in the areas of research and documents. It is not the policy of the library to meet the curriculum needs of the schools.

### **Donations/Gifts**

The library reserves the right to accept, decline, or discard donated materials. After consulting the library's materials selection criteria, if donations are deemed unsuitable for addition to the collection, donations will be given to the Friends of the Library to be sold (proceeds benefit the library). For more information about donations, see the library's Gift Policy.

### **Evaluation**

Library staff is responsible for measuring and evaluating the content and condition of the library's collection. These issues are taken into account:

- A. Age and condition of items
- B. Circulation statistics
- C. Relevance to community needs and desires
- D. Long-term or historical significance or interest

### **Weeding**

Materials will be withdrawn from the collection when they become worn, the information provided is no longer accurate or useful, or when they are no longer in demand in the community (when they have ceased to circulate).

The librarian or designated staff will weed the collection. Withdrawn materials will be disposed of if they are broken/damaged. If materials are in good condition, they will be given to the Friends of the Library to be sold (proceeds benefit the library).

### **Reconsideration**

Members of the public with objections or concerns to a resource may ask the library to reconsider that resource. A form (Customer Comment of Library Materials) may be obtained from the library's website or from the library. A patron may return the form by mail or in person. The materials in question will not be removed from the collection during the reconsideration process. The Library Director will respond in writing within a two-week timeframe. If a patron wishes to appeal the decision of the Library Director, they may appeal to the Library Board. The Library Board has final say on matters of reconsideration.

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