# Materials Selection Policy

Revised & Accepted Aug 2017, Jul 2021

**Objective**

The library will strive to create a collection of materials that reflect the diversity of the people, interests, and needs of the El Reno community. Emphasis will be placed on current trends, local relevance, and cultural diversity. The Library Bill of Rights and The Freedom to Read Statement are integral parts of this policy

**Responsibility for Selection**

The responsibility for the selection or removal of books and other materials falls upon the Library Director, who operates within the framework of the policies determined by the El Reno Carnegie Library Board. 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. The library welcomes suggestions from the public.

**Selection Criteria**

General criteria for selection in all fields:

1. Permanent or timely value
2. Accuracy of information and authoritativeness
3. Popular appeal/demand
4. Social significance
5. Existing library holdings
6. Budget

Reviews are a major source of information about new materials. 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.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

**Video Selection Criteria**

Materials will be chosen based on a combination of criteria. The library will purchase materials that are educational, critically acclaimed, or that have current or lasting cultural value. Selectors will take into consideration lists produced by the American Film Institute, items that have made state and national library association suggestions lists, film adaptations of books, and major film and television award nominees and winners.

1. Ratings – The library’s film collection may include movies rate G, PG, PG-13, and R according to Motion Picture Association of America Ratings. The collection may include films that are unrated. The library will not purchase or circulate DVDs with an NC-17 or X rating.
2. Accessibility – Every attempt will be made to purchase materials that include captions and/or subtitles.
3. Duplication – Duplication of titles shall be subject to the overall needs of the collection, the limits of the budget, and the demands of library patrons.
4. Copyright – DVDs and videocassettes are intended for home use only except in rare circumstances where the library has purchased a title with limited public performance rights.
5. Format – The library will purchase DVDs. The library accepts donations of both DVDs and videocassettes, but will not purchase new videocassettes.
6. Donations – Items donated will be assessed for appropriateness, appeal, condition, and available shelf-space before adding to the collection.

**Donations**

The library encourages and appreciates donations of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Items that cannot be used will be passed along to the Friends of the El Reno Carnegie Library to be sold. Proceeds benefit the library.

The library does not appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

**Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Age and condition of items, circulation statistics, relevance to community needs, and long-term significance are all factors considered when weeding items. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the City of El Reno and the Library Board. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

**Challenged Materials**

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. 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.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Customer Comment on Library Materials" form which is available in the library. The Library Director will respond within 30 days and the inquiry will be placed on the agenda of the next regular meeting of the El Reno Carnegie Library Board.

Appendix I

# Customer Comment on Library Materials

We welcome your comments. Before completing the form, you may find it informative and helpful to read the Library’s policy on the selection of library materials. If you would like a copy of the Materials Selection Policy for the El Reno Carnegie Library, please ask a library staff member.

Your comments will receive a written reply within 30 days.

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Date Submitted

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Address City State Zip

If you are acting as the official spokesperson for an organization, please specify:

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Library material on which you are commenting:

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Please comment on the material as a whole. Be specific about the matters which concern you. Please feel free to suggest other materials (books, non-print materials, etc.) on the subject for our consideration:

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