

## Columbus Public Library

### **MATERIALS SELECTION POLICY**

The Columbus Public Library will provide a variety of resources to meet the community's informational, self-directed personal growth, recreational, and cultural needs in various formats and ensure that trained staff is available to assist patrons. In order to serve the citizenry as effectively as possible, the library also serves as a bridge to information and resources, which reside beyond the walls of the library.

#### **OBJECTIVES**

1. To have materials in a variety of forms and formats to meet basic continuing educational needs of the community.
2. To select materials that represents a diversity of viewpoints and lifestyles.
3. To provide materials that may be read, viewed, or listened to for pleasure and recreation.
4. To provide basic reference materials.

#### **RESPONSIBILITY FOR SELECTION**

The ultimate responsibility for the materials in the Columbus Public Library lies with the Columbus Library Board with the library director performing within the framework of this selection policy. The library director activates this materials selection policy through the selection of materials for children, young adults, and adults. Recommendations from the staff and the public are encouraged.

#### **SELECTION RESOURCES**

1. Professional library personnel through reading, viewing, listening, careful examination, and use of reputable, unbiased selection tools will select materials for the collection. The library does not accept preview collections provided by publishers due to the difficulties associated with proper return, unsolicited materials being mixed up with legitimate orders, cost of postage and penalties if items are not returned, lost in-house or in shipment and exceeding expiration dates.
2. Citizens may recommend materials for purchase. These items will be judged by selection criteria stated in this policy and are accepted or rejected by these criteria's.
3. Gift and donated materials are judged by selection criteria as stated in this policy and are accepted or rejected by these criteria's. A receipt for tax purposes will be given when requested for any accepted donation. However, the library cannot affix a value to the material.

#### **SELECTION CRITERIA**

Overall, the Columbus Public Library addresses the goals for library materials by specific standards. Controversial issues will be addressed by the library's collection through the

provision of material that speaks to all sides of an issue while maintaining a balanced collection. Acquisition of an item is based upon the merit of the specific item and the value of that item to the citizens of Columbus. Every effort will be made to provide material of lasting worth yet still being responsive to current demand. No library materials shall be excluded because of the race, nationality, or the political or social views of the author.

The following are reasons for the selection of materials purchased, donated or leased for inclusion in the library collection:

1. Accuracy of content.
2. Historic or permanent value of the work
3. Credibility of expression of the author.
4. Importance of the work to the library's existing collection.
5. Availability of other materials on the same topic in the collection
6. Contemporary or timely social significance of the topic.
7. Suitability of material in representing varied levels of complexity to reflect educational backgrounds and reading skill of community members.
8. Quality of the physical format including adequate binding, print size, durability, and illustrations.
9. Price
10. Format suitable to the intended use and content currently being acquired for the collection
11. The values and impact of any literary work will be judged as a whole, taking into account the author's intent rather than individual words, phrases, or incidents taken out of context.

A selected work need not satisfy all criteria listed above to be acceptable to the collection. A wide range of material is selected to meet the demands of the community, including entertaining and materials, which may not be of lasting value.

### **SPECIAL COLLECTIONS**

The library will not accept large, specialized collections of books or other items from individuals or groups without board approval.

### **COLLECTION MAINTENANCE**

The use and value of a collection diminishes when it includes many items that are unsuitable because, of physical deterioration, inaccurate or outdated content, depiction of stereotypes, or decreased demand. Weeding is a continuous procedure reflecting the same care and attention given to the original selection process.

The following guidelines will be used at the discretion of the library director to determine the disposition of materials.

1. Dated materials, such as, books on states and countries, various branches of science and technology, biographies of contemporary figures, etc. should be discarded when dated and inaccurate.
2. Books that circulate infrequently and have decreased demand will be considered for discarding.

3. Materials in poor condition that are shabby and unattractive will either be repaired, replaced, rebound, or discarded.

### **CONTROVERSIAL MATERIALS**

The Columbus Public Library Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for him/herself materials of which he/she does not approve, he/she cannot exercise this right of censorship to restrict the freedom to read/view/listen of other individuals. The American Library Association and the library board hold that it is the parent and only the parent who may restrict his/her children and only his/her children in reading/viewing/listening material. The library board adopts and declares that it will adhere and support:

- The Library Bill of Rights
- The Freedom to Read Statement
- The Intellectual Freedom Statement
- The Right to View Statement
- ALA Statement on Labeling

### **CHALLENGED MATERIALS PROCEDURES**

1. The concerned citizen and the library director will attend an informal review.
2. The library's philosophy, objectives, criteria, and selection procedures will be carefully explained to the citizen.
3. The proper procedure for registering an official challenge will be discussed with the citizen using the form REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS.
4. The citizen will complete this form if he/she wishes to file a formal challenge against the material.
5. The library director will complete the form LIBRARY RESPONSE TO CONCERNS and file it in the library director's office.
6. For the formal review, a committee composed of the library board, the library director, and the citizen registering the official challenge present, will review the citizen's request for reconsideration.
7. The library board will review the materials selection policy.
8. The library board will make its written decision regarding the material based on the library's philosophy and policies.

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