

LIBRARY MATERIALS SELECTION POLICY

This materials selection policy is intended to implement the general objectives of the Mission Statement of the Eastern Oklahoma Library System. A written materials selection policy aids library staff in selecting and acquiring a useful, balanced collection of books and other materials to meet the needs of the community. The System Board endorses all decisions made based upon this policy.

The purpose of this selection policy is to obtain, organize and make conveniently available to all people in the six county region recreational, educational, and informational materials in convenient form including books, periodicals, newspapers, microforms, video and audio recordings, electronic resources and other print, non-print materials and non-traditional items. It is the policy of the Library System to maintain an up-to-date collection of standard works in all fields of knowledge, that are of permanent value, plus timely materials on current issues and items in current demand.

In addition to the requirements of the general public served, materials will be selected to meet the needs of business, the professions, government, cultural and community organizations. Materials selection will also include consideration of the needs of adult beginning readers and of people for whom English is not the principal language. Both the adult and juvenile collections will serve as supplementary sources for student use, but materials selected for students must also be useful to the general reader.

Responsibility of Selection

The selection of materials is the responsibility of the Branch Managers, with assistance from the Technical Services Coordinator, the Assistant Director and the Director. All employees may be involved in the selection process by making recommendations to the Branch Managers.

Method of Materials Selection

Materials selected must meet certain criteria, have received favorable reviews, been requested by a patron or group, and/or be of special interest.

Criteria: Each type of material regardless of format must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet several of the following criteria:

1. Appeal to the current and anticipated interests and needs of public.
2. Permanent value as source material or interpretation.
3. Entertaining and effective presentation
4. Quality including accuracy, clarity and objectivity.
5. Quality and suitability of physical format to library use.
6. Qualifications and/or reputation of authors, artists, or publishers.
7. Relation to other materials and existing areas of coverage in order to maintain a well-balanced collection.
8. Value of resources in relationship to costs.

Special Considerations for Electronic Resources:

1. Ease of use of product
2. Availability of the information to multiple, concurrent users, and/or remote users

3. Technical requirements to provide access to the resources
4. Technical support and training

Special Consideration for Non-traditional Items:

1. Appeal to current public interests
2. Adequate display and storage space
3. Maintenance considerations
4. Available funding

Reviews: Reviews in professionally recognized periodicals are a primary source for material selection. Standard bibliographies, forthcoming selection lists, booklists by recognized authorities and the advice of competent people in specific subject areas will be used.

Requests: Suggestions from the public are encouraged and are evaluated by the staff based on the above criteria.

Special Interest: Specialized materials of limited interest may not be purchased. Referral to other library collections including E-resources, inter-library loan, and specialized subject libraries may be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields. The System will avoid unnecessary duplication in subject areas that are the special prerogative of other community resources.

De-selection

Library staff will review the collection on an ongoing basis with the goal of maintaining the quality and vitality of library resources. This process of collection management incorporates the use of strategic goals, circulation reports, electronic resource statistics and other statistical information for continuous collection evaluation. Worn, damaged and dated materials are withdrawn from the collection on a regular basis. Materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject.

Access

Processing and shelving of materials shall in no way reflect a value judgment of the materials. All materials will be shelved in their proper order on open shelves, freely and easily accessible to the public.

The System assures free access to its holdings for all patrons who are free to select or reject for themselves any item in the collection. Individual or group opinions about the suitability of a particular item or type of material in the collection may not preclude its use by others.

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, electronic and non-traditional items. "Collection" is defined as materials that are selected for the Eastern Oklahoma Library System; those selected materials may be physically owned by the library or may be accessed through its web page. "Selection" refers to the decision that must be made to add a given item to the library collection and made accessible either at the library, electronically or delivered by some other means. Not all materials and information found using library computers or the library's web page are part of the Eastern Oklahoma Library System's collection. This includes subscription databases, E-Resources and websites accessed free over the internet. See the Internet Users Agreement Policy for additional information on general use of the Internet in the library.

Children are not limited to the juvenile collections. The supervision of a minor's access to library materials is the responsibility of the parent or legal guardian. Parents or guardians who are concerned about their child's ability to select appropriate materials may want to assist their child in his/her selection. A library employee will not take the place of a parent or guardian in "screening" materials for children.

Reconsideration of Library Materials

The Library System believes in freedom of information for all. The selection of library materials is predicated on the patron's right to read and similarly, his/her freedom from censorship by others. Selections for the branch libraries will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interest of the reader.

The Library System holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

All complaints will be referred to the Branch Manager who will discuss the matter with the patron and who will provide a copy of the System's Collection Development Policy to said patron. If the patron wishes, he/she will be provided with a "Request for Reconsideration" form. After receiving a completed form, the Branch Manager will examine the item in question, check reviews, and determine whether the item conforms to the standards and criteria of this selection policy. The Branch Manager will inform the Executive Director of the complaint. The Branch Manager, with help from assigned System staff, will review the material and inform the patron, in writing, of their decision. Patrons whose concerns are not satisfied may take their complaint to the next regularly scheduled System Board meeting.

Materials subject to complaint shall not be removed pending final action. The Board's decision will be final.

The Eastern Oklahoma Library System Board of Trustees endorses the "Library Bill of Rights", "Freedom to Read" and the "Freedom to View."