

III. Materials Selection Policy

1. Introduction

The purpose in building a collection is to make available to all people who enter the library as comprehensive an assemblage of recorded knowledge as possible within the limits of funds available and the needs of the community. PSPLD recognizes that the needs of the community are of primary importance in selection and because it is a diverse group of individuals, everyone's needs will be considered in conjunction with most of the present and potential patronage. Diverse collections are important but no more so than the individual's select needs with in the whole of the community. An effort is made to include information representing all sides of controversial issues when such material is available. The criteria for the selection controversial materials are the same as for any other materials with no distinguishing labels and shelved in the general collection. Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. An open shelf policy will always be followed .

2. Statement of Purpose

This selection policy defines the standards and outlines the responsibility for materials selection for the Prairie Skies Public Library. Within these guidelines, the Director uses their professional judgement to determine the materials which best meet the objectives of the Library and the needs of its communities.

3. Responsibility for Selection

The Director is responsible for collection development operating within this framework of policies determined by the Board of Library Trustees. Typically, the Director delegates or shares this responsibility with designated members of the staff. However, any board member, staff or patrons may recommend titles for consideration. A "materials request form is available at either location.

4. Criteria for Selection

The general criteria considered in selection materials include:

- a. Significance and permanent value to the existing collection
- b. Qualifications of author or persons responsible
- c. Suitability of subject and style for intended audience
- d. Quality of format
- e. Currency or timeliness, if applicable
- f. Demand by patrons
- g. Price
- h. Attention given to item by reviews and general news media
- i. Availability of materials in other libraries
- j. Technical quality of non-print materials.

When selecting consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

5. Selection Tools

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. Library staff regularly depend on reviews found in standard sources. Other selection aids, such as "Notable Book" lists chosen by the American Library Association, National Book and other awards lists, and lists of bestsellers may also be used as required.

6. Scope of Collection

Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

7. Statement of Specific Policies in Selected Areas

The Prairie Skies Public Library subscribes to the following policy : "Free Access to Library for Minors" an Interpretation of the Library Bill of Rights (as adopted by the ALA Council, 1981). At PSPLD all ages have access to every part of the Library; however, collections in the Children's area serve preschool, kindergarten, beginning readers and their parents or caregivers. Collections in Youth Services area include junior non-fiction, junior fiction, young adult fiction, periodicals, and non-book materials. The young adult fiction collection is selected especially for the needs and interests of seventh, eighth and ninth graders. It contains some duplication of classic titles found in both the adult and junior fiction collections but is also strongly stocked with those titles that deal with the contemporary scene as it concerns 12- to 14- year-olds. Young people in these grades are expected to use non-fiction materials throughout the Library in preparing school assignments or for any other reason. Materials in the Adult area are selected primarily to serve the needs of adults and high school students. The collection includes reference, non-fiction, fiction and non-print material.

a. Materials for Children

Items in this area include board books, picture books, beginning reader/chapter books, periodicals and non-fiction including some in foreign languages. The area also includes media kits on different themes, games and puzzles. There is also a parenting collection containing books on parenting and other topics of interest to caregivers.

b. Materials for Youth and Young Adults/Teens

Items in this area are selected primarily to serve youth and young adults wanting material relating to their age group. This area includes junior fiction, young adult fiction and graphic novels. Books for the Rebecca Caudill and Lincoln Awards as well as popular bestsellers for High School and College students are included in this area.

c. Materials for Adults

Items in this collection are selected primarily to serve the needs of high school and adult readers. The collection includes non-fiction, circulating reference books, fiction, and non-print material.

i. Fiction Collection

This collection provides books for a wide range of interests of the general reading public including classics, bestsellers, genres, and other titles which meet the needs for recreational material.

ii. Non-Fiction Collection

Cataloged using the Dewey Decimal system this collection strives to provide books in each subject area including reference type material that is circulated. Items are selected with the goal to meet the educational/informational needs of High School and Adult readers with consideration given to the non-fiction needs of middle school students. While PSPLD purchases material to support or complement local school curriculum we do not purchase textbooks.

d. Genealogy/Local History Collection

The library maintains a small circulating collection on the basics of genealogy and a non-circulating collection of items pertaining to state, county and local history. This includes indexes, bibliographies, directories, high school annuals and other sources for information about the local areas we serve. Microfilm of local newspapers and the U.S. census records are purchased as they become available.

e. Special needs collections

While The library does maintain a Large Print and Audiobook collection we do not have the resources to maintain an extensive collection at either location. Staff will help any person with disabilities or special needs to obtain materials through the Federal Talking book program, the RSA Consortium or Interlibrary Loan.

f. Non-print Materials

Non-print items purchased by the library for in-house use or for circulation may include art prints, computer software, microfilm, Audio books, Music CDs, DVDs, media kits, games, toys, puzzles, and puppets. The criteria and methods for selection are the same as for print items.

8. Collection Maintenance

- a. Duplicate Copies:** the number of copies purchased varies with the expected use of any item. If demand warrants more copies will be purchased. Once demand is less extra copies will be removed from the collection.
- b. Weeding:** to maintain the best possible collection, a continual weeding process takes place. Items are discarded if they are outdated, no longer circulate or if they are in poor physical condition. Any identifying marks are removed from any deleted items and then may be donated to other libraries, the Friends of the Library for sale or placed on the "free" cart for people to select.
- c. Disposal of Surplus Library Materials:** Library property(i.e., print and non-print materials, equipment and supplies) no longer necessary, working or useful for library purposes may be disposed of. Property having a current value of less the \$100.00 may be discarded at

the Directors discretion. In accordance with the provisions of the Illinois Library Act, items having a current value of more than \$100.00 but less than \$1,000.00 the board may authorize disposal of it. Any items valued more than \$1,000 will be displayed at the Library. A notice of its availability and terms of the proposed sale shall be posted.

No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate family who make bids on or purchase any library item declared surplus.

9. Complaints

Prairie Skies Public Library District subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association. All individuals Have the right to choose which materials they will use. They do not, however, have the right to restrict the freedom of others. Strong objection to any library materials must be made in writing according to "Procedures for Handling Complaints about Library Materials". Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures as well as forms for registering complaints may be obtained at either location. No book or other material will be automatically removed from the collection because of an objection to it.

IV. Historical Room and Collection Policy

1. The Historical Room is not open to the public and can only be entered by library staff and those patrons with permission from the Director.
2. Some items can be handled only by Librarians; other items may require use of white cotton gloves.
3. Photocopying of items is by permission only and will be denied if library staff feel it may cause the item damage.
4. Books and materials in the historical room are for in house use only.
5. Items housed in the collection cannot be sent out to other libraries on INTERLIBRARY LOAN.

V. GIFTS POLICY:

The Prairie Skies Public Library District will accept gifts, which can be effectively utilized; however, the donor must agree with the below terms.

- PSPLD reserves the privilege of accepting or rejecting any donation.
- Out-dated, duplicates or materials in poor physical condition will not be accepted.
- Monetary donations will be utilized for purchases of equipment, materials or special projects that are acceptable to the donor.
- Library staff are not qualified to set a value on donations of printed materials with historical value, audiovisual material, art objects, antiquities, etc.
- All gifts are accepted with the understanding that they become the sole property and responsibility of the Library.
- The Library will make formal recognition of all donations.

HONOR/MEMORIALS: Records will be kept on Memorial monies received, which will be put into the special memorial account. The Director will decide on appropriate expenditures under \$50.00. A card of acknowledgement will be sent to the person or family.

Whereas, it is not feasible for the Library to be expected to house or display all donations indefinitely all donors and their families must be aware that with the donation, they relinquish any ownership or entitlement to the objects and/or materials or any money obtained by the Library from the sale of such objects. Of course, no donation will be disposed of in a careless manner. Every donor can be assured that the Library will respect the donation and house it as long as feasible.

GIFTS AGREEMENT:

I have read the Gift agreement provision of the Prairie Skies Public Library District and agree they are acceptable. Please print.

DONOR'S NAME _____

SIGNATURE _____

DATE _____

DESCRIPTION OF DONATION (provided by donor) _____

DOLLAR AMOUNT\$ _____

(estimated by donor, library staff is not qualified to value items as needed for charitable contribution).

Library staff Initials _____