



Louis B. Goodall Memorial Library

MATERIALS SELECTION POLICY

I. Purpose

The purpose of this policy is to set forth the principles, criteria, and methods adhered to in selection, maintenance, and de-selection of the library's materials (collections). This policy seeks to inform the public as to how the materials are selected, managed and de-selected, and to provide guidelines to library staff.

II. Objectives

The primary objective of materials selection is to serve the library's mission statement. In particular, selected materials provide for: recreational enjoyment, life-long education, informational needs and general reference, intellectual stimulation. In making selections, library staff will consider the needs of the library clientele, identified through on-going assessment. In keeping with the mission statement, the library does not serve as an academic, research, or archival library, and therefore does not seek to select or maintain materials to support those interests. Such materials would include textbooks or materials to support a curriculum, works supporting in-depth research, or works of solely archival value. The library may select materials to support established "special" collections, such as those dealing with local history.

III. Formats and Collections

Formats will include: books, periodicals, maps, audiocassettes, tax forms, CD-ROMS, online databases, computer software.

Collections include: Adult Fiction, Adult Non-Fiction, Reference, Vault, Office, Biography, Young Adult Fiction, Young-Adult Non-Fiction, Juvenile Fiction, Juvenile Non-Fiction, Juvenile Reference, Maine Fiction, Maine Collection (Non-Fiction), Maine Reference, Audiocassettes, Videocassettes, Compact Disks.

IV. Selection and De-selection Responsibility

The direct responsibility for the selection of library materials lies with the Library Director. The Director may delegate selection and de-selection materials to staff who are qualified by training or experience.

V. Selection Criteria

Criteria for selecting materials will include:

- 1) Relevance to the needs and interests of library users.
- 2) Relevance to existing collections.
- 3) Filling “gaps” in collections.
- 4) Quality, including literary or artistic merit, authority and/or significance of the author, reputation of the publisher.
- 5) Role in preserving a variety of viewpoints.
- 6) Lasting value or importance.
- 7) Professional review.
- 8) Price.
- 9) Availability elsewhere.
- 10) User request.
- 11) Professional judgment.

VI. Selection Aids

Reviews in professional library and literary review sources will be routinely used as a basis for selection of materials. A lack of a review or an unfavorable review may not necessarily exclude materials if they serve some other selection criteria.

VII. Intellectual Freedom/Freedom of Access

The Goodall Library subscribes to the Library Bill of Rights and the Freedom to Read Statement of the American Library Association.

The library seeks to make available a variety of works covering diverse topics and viewpoints. It is recognized that many works are controversial and any work may offend someone. However, selection of materials will not be made on the basis of any anticipated approval or disapproval, but rather on merit or need. A work that has merit as a whole, examines an aspect of life or adds balance of viewpoints to the collection will not be excluded from selection solely because its language or subject matter may be offensive to someone. Works that reflect unpopular themes or viewpoints may be acquired because they have influenced thinking and culture.

All library users, regardless of age, shall have equal access to library materials. Responsibility for type of materials read, viewed, listened to, or accessed by computer by children and young adults rests solely with parents or legal guardians, and not with the library. Materials selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children or young adults.

J. Christiansen 4/24/00

Adopted by Library Board of Trustees 4/26/00