

Materials Selection

I. Objectives in Materials Selection

The purpose of the Festus Public Library is to obtain, organize and make conveniently available recreational, educational, and informational materials including books, periodicals, newspapers, pamphlets, recordings and other print and non-print materials to all the people of the community.

II. Responsibility for Selection

The responsibility for book selection, as with all library activity, rests with the Director who operates within the framework of policies determined by the Board of Trustees.

III. Method of Materials Selection – Criteria and Reviews

Any materials selection policy must be fairly general, and librarians must always exercise their knowledge and experience of all library materials and the community served.

Criteria

Each type of material must be considered in terms of its own merit and intended audience. All selections must meet some of the following criteria:

1. Appeal to the educational, informational, cultural, and recreational interests and needs of individuals in the community.
2. Style and readability.
3. Authority and effectiveness of presentation.
4. Permanent value as source material or interpretation.
5. Qualities conducive to critical thought and understanding.
6. Contemporary significance.
7. Artistic excellence.
8. Objectivity, accuracy, and originality of thought.
9. Suitability of physical form to library use.
10. Relations to other materials and existing areas of coverage to maintain a well-balanced collection.
11. Reliability of publisher.
12. Available funds and space.

Contemporary and popular authors are included as well as those who have demonstrated enduring worth. Titles are selected on the basis of content as a whole and without regard to the personal history of the author. In the case of controversial questions, variety and balance of opinion are sought whenever available.

An effort is made, depending on available funds, 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.

As a public library, an attempt is made to maintain a well-balanced collection representing all the major religions. The collection encompasses inspirational literature and popular studies on new ideas and movements which are taking place in religion today. Topics such as astrology, witchcraft and other occult sciences are represented.

Reviews

Reviews in professionally recognized periodicals are a primary source for materials selection, but no one publication shall be relied upon exclusively. Standard bibliographies, booklists by recognized authorities and the advice of competent people in specific subject areas will also be used. There shall be no censorship, as such. A well-reviewed book recommended for libraries may be purchased.

IV. Requests

All requests or suggestions from patrons for specific titles or subject requests will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased – unless it is completely without literary or social value – or the subject in question is already adequately covered by better materials.

V. Specialized Materials

Specialized professional materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials.

VI. Replacement and Maintenance

The library keeps its collection vital and useful by retaining or replacing essential materials and by removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in demand.

VII. Access

Patron cards allow access to materials from all sections of the library. The library respects the right of parents and caregivers to determine what is or is not appropriate for their own child. The ultimate responsibility for a child's reading rests with the parent or guardian and not with the library, whether the format is paper or electronic.

VIII. Children and Young Adult Sections

The library collections for patrons under age 18 are split into the "E" collection, which is intended for ages birth to 1st grade, the "Junior" section which is intended for 2nd grade through 4th grade, the "Intermediate" section which is intended for 5th grade through 6th grade, and the "YA" collection which is intended for patrons in 7th grade and above. There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through 1st grade for "E"

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materials, 2nd through 4th grade for “Junior” materials, 5th through 6th for “Intermediate” materials, and 7th grade and above for YA materials; and/or the publisher’s suggested age range if available. This statement is required by Missouri Regulation 15 CSR 30- 200.015.

Age recommendations are only that, recommendations.

IX. Request for Reconsideration

When any patron objects to the presence or absence of any Library materials, presentation, event, or display, they are encouraged to discuss their concerns with Library staff. All complaints to staff members will be referred to the director who will discuss the matter with the patron.

If the patron wishes, they will be supplied with the Request For Reconsideration form, appended hereto. Once an official Request for Reconsideration is received, the Director, along with the necessary Library staff, will examine or review the material, presentation, event, or display in question and determine whether it conforms to the standards of Library policy.

For materials reconsideration, the Director will check reviews and present them along with the completed form (all questions must be answered) and any other recommendation or information to the Library Board members or an appointed committee from the Board. A written statement will be issued from the Board to the complainant. Decisions on reconsidered materials will stand for two years before new requests for reconsideration of those items will be entertained.

Any materials, presentations, events, or displays subject to a complaint shall not be removed pending final action.

Requests for Reconsideration forms will not be accepted unless they are filled out in their entirety.

Requests for Reconsideration are considered to be “library records” such that certain disclosure is prohibited by RSMO 182.817. All Requests for Reconsideration forms and any action taken by Library Staff will be shared with the Festus Public Library Board of Trustees. However, only the names or titles of challenged materials, presentations, events, or displays, and the results of the review will be recorded in official Library Board minutes.

Revised by the Festus Public Library Board of Trustees 03/07/2013.

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