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5.0 MATERIAL SELECTION POLICY

The Deer Creek District Library is committed to supporting the educational, informational, and recreational needs of all ages in the community by providing quality materials.

5.1 RESPONSIBILITY FOR SELECTION

The Library Director shall have the ultimate responsibility for the selection of materials. The selection of materials may be delegated to qualified staff members as appropriate.

5.2 SELECTION GUIDELINES

Criteria to be considered in adding specific materials, including gifts, to the collection include, but are not limited to:

- recent publication or production
- collection objectives
- existing subject coverage
- public interest
- community relevance
- support for lifelong learning
- diversity of viewpoint
- popularity
- potential use
- entertainment value
- durability of the format
- professional reviews and recommendations
- award-winning
- historical relevance

Items selected must meet one or more of these criteria. Conversely, meeting one or more of the criteria does not automatically qualify an item for selection. The Library's purchasing budget is limited. Therefore, the Library is not able to buy all the releases that may be wanted by individuals. Patron requests for items not owned by the Library may be met through resource sharing with other libraries, electronic delivery, or other means.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed above.

5.3 WEEDING AND COLLECTION MANAGEMENT

The Deer Creek District Library is not a library of historical records. To ensure a vital collection of continuing value to the community we serve, materials not well used may be withdrawn.

Deer Creek District Library

5.0 Material Selection Policy

The Library recognizes discarding materials as an essential part of maintaining the Library and keeping the collections fresh and free of outdated, factually incorrect, and overly worn/damaged materials. The final decision to withdraw materials from the collections is the responsibility of the Library Director, who may delegate the task to qualified staff. When withdrawing and discarding materials, the Library shall consider the same criteria as those used for selecting materials, as well as physical condition. Materials will not be removed because of controversy. The replacement of materials will be based on collection objectives and budget.

Whenever possible and advisable, discarded materials in good condition will be given away and/or sent to Sustainable Shelves to be sold, reused, or recycled responsibly.

5.4 GIFT & DONATED MATERIALS

Books, movies, and other library items are accepted, but the Library reserves the privilege of deciding whether items should be added to the collection. Items not added to the collection can still benefit the Library through programs such as Sustainable Shelves, or they will be offered to the community. The Deer Creek District Library does have the right to refuse gifts or donations.

The Library will not offer appraisals of the monetary value of donated materials. Donors seeking an income tax deduction must obtain an independent appraisal. The selection of materials for memorial donations must meet the guidelines used for the purchase of Library materials. Individuals who are interested in providing a memorial donation for a specific purchase in honor of a loved one should use the Memorial Donation Form (Appendix 5.6.1). A memorial donation does not guarantee the items purchased will remain in the collection or library forever. Standard weeding practices will still apply. The Library does not make home visits to pick up donated materials.

5.5 RECONSIDERATION OF LIBRARY MATERIALS

The Library recognizes the right of individuals or groups to question materials in the collection. Such questions may be stated in writing on the Reconsideration of Library Materials form (Appendix 5.6.2). The Library Director will give serious consideration to each opinion so expressed. Materials under reconsideration will remain available to the public until a decision is made. The Library Director will make a final decision as to whether the material was appropriately selected and made accessible under this policy, and reply to the individual or groups in writing as soon as is practical.

5.6 APPENDICES

Additional notices and forms for Library use.

MEMORIAL DONATION FORM

Donation from: _____ Date: _____

Honoring: _____

Relationship of donor (if known): _____

- *Unrestricted funds support the Library's general funding. This helps the Library provide more materials, activities, programs, and improvements.*
- *Restricted funds are donations that come with a specific request/purpose. A memorial donation does not guarantee the items purchased will remain in the collection or library forever.*

Amount Recieved: _____ Donation- Restricted _____ Unrestricted _____

Special instructions for donation: _____

Individuals to notify of donation (*names & contact info*)

Deer Creek District Library has the right to refuse or return donations that do not align with our policies and/or mission.

REQUEST FOR RECONSIDERATION FORM

Type of Material: Book Movie Other: _____

Title: _____

Author/Publisher: _____

Date of Publication / Production: _____

Request Initiated by: _____

Address: _____ City: _____

Phone: _____ Email: _____

Do you represent? Yourself An Organization/Group: _____

To what in the work do you object? Please be specific.

Did you read/listen to the whole work? (select one) Yes No

If not, why not?

What do you believe is the theme of the work?

What concerns you about the resource? (use additional pages if necessary)

Are there resources you suggest to provide additional information or other viewpoints on this topic?

What would you like the library to do about this work?

Signature: _____

Date: _____