



## STANDARD OPERATING PROCEDURES

DATE: December 1, 2015  
LEAD DEPARTMENT: Library  
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### Materials Selection

#### PURPOSE

Adopting a written Materials Selection Policy assists staff in developing diverse collections based on community interest.

#### SCOPE

This policy applies to all library materials.

#### POLICY

The Library has a philosophical obligation to represent diverse ideas in its collections without promoting a partisan viewpoint.

#### PROCEDURES

Materials are selected to satisfy the needs and interests of the community, which may include diverse groups with minority views. The collection will change over time to reflect changing interests.

The Library attempts to present different points of view on contemporary issues, some of which are controversial. Selected materials, therefore, may be meaningful and significant to some individuals, while offensive, shocking, or boring to others. Materials are selected for their overall contribution to the collection.

Materials are selected on the basis of their permanent, current, or potential value to the community. Other criteria include the quality, cost, format, published reviews, public demand, and availability of the material.

Staff are responsible for materials selection. Collection development is based upon specific criteria rather than personal opinion. The public is encouraged to suggest materials which are given full consideration in the selection process.

American Library Association policy supports the right of individuals to choose library materials for themselves. Parents and legal guardians are responsible for monitoring the use of library materials by their own children. The Library cannot act *in loco parentis*. Selection of library materials for adults is not limited by the possibility that these items may come into the possession of minors.

Donations of materials or funds to enrich Library collections are welcome. Gift additions, however, must meet the same selection criteria as purchased materials. The Library reserves the right to refuse restrictive gift conditions or to refer gifts not added to the collection to the Friends of the Library for inclusion in their book sale, the proceeds of which are used to benefit the Library.