

POLICY

Subject: Material Selection Policy

Adopted: March 12, 2013

Amended: April 12, 2022

Introduction

The purpose of the Material Selection Policy is to guide staff in building and maintaining the library collection and to inform the public about the principles upon which selections are made.

The word MATERIAL includes books, magazines, newspapers, pamphlets, paperbacks, CD products, audio recordings, maps, and other digital information resources.

The word SELECTION refers to both the acquisition of new material for the collection and the retention of material already in the collection.

Major Goal

As reflected in the Dickinson County Library Mission Statement, the policy guides the selection of materials as it does the development of services and the allocation of resources.

The Dickinson County Library strives to enhance the quality of individual, family, and community life by providing information, materials, and services that are readily available and responsive to the needs of all our patrons. The library aspires to balance traditional, historical, entertaining, and modern library services provided at a reasonable cost. Paramount to the library is empowering our community, stimulating an interest in reading, cultivating a love of lifelong learning, and providing welcoming spaces where patrons can try new things to encourage everyone to achieve their personal, educational, and professional goals.

Responsibilities

Final responsibility for materials selection is vested in the Library Director by authority of the Library Board. The selection of adult print materials for the Main, Solomonson and North Dickinson branches is delegated to the Material Selection Committee which is made up of staff from all branches. The Audiovisual Selection Committee has the responsibility of selecting materials for all three (3) branches and is made up of designated staff members from Main. The selection of juvenile and young adult materials for the three (3) branches is delegated to the Youth Material Selection Committee made up of staff from children and teen services.

The Superiorland Library Cooperative (SLC) manages the eMaterials collection, including but not limited to eBooks, eAudiobooks, and eMagazines provided to member library patrons through shared digital platforms such as OverDrive. The Dickinson County Library, as a member of the Superiorland Library Cooperative, participates in shared digital content services and understands that final responsibility for materials in these shared collections rest with the SLC Board of Trustees. The Dickinson County

Library has acknowledged the Superiorland Library Cooperative's Digital Materials Collection Development Policy and included it for reference.

Criteria for Selection

Consideration of potential selections shall be guided by the following criteria:

General Considerations (Not in priority order; not-all inclusive)

- Insight into human and social conditions
- Suitability of subject and style for the intended audience
- Present and potential relevance to community needs and interests
- Timeliness or permanent value
- Relation to the existing collection
- Attention of critics and reviewers
- Scarcity of information in the subject area
- Availability of materials elsewhere in the community and other libraries
- Patron requests and suggestions
- Price
- Format

Special Considerations for Works of Information and Opinion (Not all-inclusive)

- Authority and Credibility
- Ease of Use and Accessibility
- Comprehensiveness and depth of treatment
- Timeliness
- Dignity and broad tolerance of presentation
- Clarity, accuracy and logic of presentation
- Statement of challenging or original point of view

Special Considerations for Works of Imagination (Not all-inclusive)

- Representation of significant literary or social trends
- Vitality and originality
- Artistic presentation
- Authenticity of historical, regional or social setting
- Sustained interest and entertaining

Special Considerations for Works by Local Authors

Due to such factors as limited availability, local significance and the lack of published reviews, special consideration will be given to works by local authors.

Special Considerations for the Local History Collection

The purpose of the local history collection is to preserve materials that document the history of Dickinson County and the geographical area and to make these materials available to researchers and the general public. The library holds these materials in trust for future generations, and therefore they can be examined in the local history room only.

Criteria used for inclusion in the collection is relevance to Dickinson County history, authenticity of record, suitability of the subject, quality of physical form of material, ease

for patrons to use, cost to preserve, store and process, security requirements to store and restrictions by donor. The collection may contain the following types of materials:

1. Books and pamphlets
2. Government Publications
3. Newspapers/Periodicals
4. Maps
5. Other in-house research tools

These collected materials do not necessarily meet the standards applying to selection in general, but the local interest takes precedence over other factors. If possible, duplicate copies will be available for circulation in the regular collection.

The selection of any material should not be construed as endorsement, by the library, of the views contained therein.

Aids to Selection

The staff may use any of the sources listed below in making selections. The sources on this list are ones which are referred to most frequently.

Current Sources

Booklist, Kirkus, Library Journal, Publishers Weekly, School Library Journal, Book Page, Audio Editions, Midwest Tape, National Geographic, PBS, A&E, Ingram Advance, New York Times Book Review, etc.

Retrospective Sources

Children's Catalog, Public Library Catalog, Fiction Catalog, Senior High School Catalog, and Junior High School Catalog, etc.

Other Considerations

Curricular Materials

While the collection should contain materials for varying levels of literacy on many subjects, the library will not attempt to provide curricula or multiple copies of other materials just to satisfy demand caused by school assignments. Consideration will be given, however, to providing relevant materials with broad appeal.

Re-evaluation and Withdrawal

Materials are subject to periodic re-evaluation and discard, including non-fiction that contains obsolete or dated information, and fiction no longer in demand. Factors to be considered include physical condition, number of copies available, use, adequate coverage in the field, and availability of similar material.

Replacements

While the library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection will apply also to replacement.

Gifts

Unconditional gifts and memorials are accepted without commitment to their final disposition. The same criteria used to select purchased materials apply also to retention of gifts.

The library will provide, upon request, a receipt indicating the date and the number of pieces donated, but will not provide a value for tax purposes. The library will not attempt to appraise gifts made to it.

Exclusion of Materials

The choice of library materials by library users is an individual matter. The Library Board recognizes that while individuals are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within the guidelines set forth by the library. Library materials are not labeled to indicate approval or disapproval of their contents. Materials are labeled to facilitate browsing and for organizational purposes only.

The library heartily supports the American Library Association's "Library Bill of Rights," the "Freedom to Read Statement" and the "Freedom to View Statement."

Challenged Materials

Criticism will be registered and presented on a "Request for Reconsideration of Material" form and signed by the individual challenging the item. The item will be reviewed by a committee composed of the Director and staff involved in the selection of the item. The committee will decide whether to retain the item or remove it from the collection. The challenger will be notified in writing, explaining the reasons for the decision. If the challenger wishes to appeal, he or she may schedule an appearance before the Board whose decision will be final. If the challenger does not wish to appear before the Board, the Director will prepare and deliver a report to the Library Board.

The Dickinson County Library is not responsible for the selection and management of digital content provided in the shared eMaterials collections available to patrons through the Superiorland Library Cooperative. SLC has developed a formal Request for Reconsideration of Digital Materials form and process to handle complaints and request for reconsideration. A copy of the form and description of the process are included here for patrons who wish to challenge materials in these shared digital collections.

Superiorland Library Cooperative

Digital Materials Collection Development Policy

The Superiorland Library Cooperative (SLC) follows the intellectual freedom guidelines as articulated by the American Library Association. SLC will seek to develop and provide access to a collection of eMaterials representing a diversity of views. SLC will ensure that the balance of the eMaterials collection is maintained through preservation and replacement. This policy guides the selection and continuous evaluation of the eMaterials collection to reflect SLC's mission to provide quality cost-effective services that will strengthen member libraries so they can meet changing patron and community needs. Ultimate responsibility for the collection rests with the SLC Board of Trustees.

SLC provides eMaterials that meet one or more of the following criteria:

- Are responsive to community needs and relevant to residents' lives;
- Empower citizens to explore diverse opinions and conduct research on topics of interest;
- Inspire people to learn, create, and discover.

SLC serves the needs and interests of a diverse population of members in 18 counties in Michigan including people of every age, education, race, background, personal philosophy, religious belief, occupation, sexual orientation, gender identity, economic level, ethnic origin, and human condition.

I. Procedures

- a. The eMaterials collection contains information on a variety of subjects and views, and it is organized to provide access to patrons within the limitations budget. SLC seeks to provide current, popular, or well-reviewed materials, as well as classic and enduring titles.
- b. SLC has adopted the American Library Association's guidelines for public access to information:
 - i. Library Bill of Rights
 - ii. Freedom to Read
 - iii. Freedom to View
- c. SLC seeks to develop an eMaterials collection for a large and diverse population, within the constraints of budget allocations. SLC strives to provide eMaterials reflecting a variety of perspectives, with emphasis on new and popular items. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select eMaterials for specific collections. eMaterials purchased for the collection are not an endorsement by SLC of either the content or viewpoint presented in them.
- d. SLC provides eMaterials, including but not limited to eBooks, eAudiobooks, and eMagazines. The borrowing model may be a single use, simultaneous use, cost per circulation, or another model provided by the vendor. Not all titles are available in all formats.

II. General Selection Criteria

The Following general criteria are used to evaluate potential purchases:

- a. Relevant to community needs and interests
- b. Favorable attention of critics, reviewers, and the public
- c. Reputation/qualifications of author, artist, publisher, or producer without regard to political, religious, or other affiliations
- d. Date of publication
- e. Cost
- f. Artistic merit, literary value, or recognized award recipient
- g. Local or national significance
- h. Permanence or timeliness
- i. Quality of presentation in relation to content and audience
- j. Evaluation of titles in relation to current holdings, patron demand, and budget
- k. Availability of information electronically
- l. Legal, licensing, or copyright issues
- m. Availability from preferred vendors, where possible
- n. Representation of various cultures, viewpoints, and interests

III. Guidelines

- a. The number of copies of a title that are purchased varies with the expected popularity of that title. Demand for individual titles is monitored and additional copies may be purchased to meet that demand.
- b. The eMaterials collection receives ongoing review to maintain its relevancy. The following criteria in choosing eMaterials for retention or withdrawal includes:
 - i. Relevance to community needs
 - ii. Information: accurate, timely, up to date
 - iii. Number of copies in the collection in eBook and eAudio format
 - iv. Circulation statistics
 - v. Relevance/sustainability of format
 - vi. SLC believes in freedom of information for all and does not practice censorship. This principle applies to all formats included in SLC eMaterials collection. Items may be considered controversial, and any given item may offend some person. Selections are not made on the basis of anticipated approval or disapproval but on the merits of the eMaterial and collection needs. Exclusion of eMaterials may occur due to cost, accessibility, or limited demand or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

SLC holds choice of eMaterials to be a purely individual matter. While anyone is personally free to reject eMaterials, an individual may not restrict the free choice of others. Parents or legal guardians are responsible for monitoring eMaterials used by their own children. Selection decisions are not influenced by the possibility that eMaterials may be accessible to minors.

A formal Request for Reconsideration of Digital Materials form and process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. SLC will carefully reevaluate an item when a Request for Reconsideration of eMaterials form is

submitted. SLC considers the value of each item in its entirety and within the context of the eMaterial collection, not on specific passages or sections within the item itself.

Superiorland Library Cooperative
Request for Reconsideration of Digital Materials

The Superiorland Library Cooperative (SLC) believes in freedom of information for all and does not practice censorship. The selection of eMaterials is predicated on the patron's right to read and freedom from censorship by others. Some eMaterials may be controversial, and any given item may offend some person. Selections are made solely on the merits of the eMaterial in relation to the development of a collection that serves the needs and interests of a diverse population of Superiorland members across 18 Michigan counties.

The Superiorland Library Cooperative Board of Trustees recognizes that a collection of diverse eMaterials may result in some complaints or requests for reconsideration. Superiorland's Digital Materials Collection Development Policy guides the development and continuous evaluation of the collection to reflect our mission to provide quality cost-effective services that will strengthen member libraries so they can meet changing patron and community needs.

Procedures

- I. Superiorland holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom to others.
- II. Responsibility for digital materials selected and read, heard or viewed by children and adolescents' rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that digital materials may be accessible to minors.
- III. No items are sequestered to control access.
- IV. A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner. A Request for Reconsideration of Digital Material form must be filled out completely and returned to the Superiorland Library Cooperative Director. A recommendation will be forwarded to the Superiorland Library Cooperative Board of Trustees. A written notification of the Board's decision will be mailed to the patron.

REQUEST FOR RECONSIDERATION OF DIGITAL MATERIAL

Title of Material to be Reconsidered: _____

Author of Material to be Reconsidered: _____

Did you read or view the entire work? Yes: _____ No: _____

What is objectionable about the material, and how do you expect it to affect the users of the collection?
(Be specific; cite page numbers or other particular references. Use back of form if necessary.)

Is there anything positive about the material as a whole? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

Have you consulted an evaluation of this work by experienced critics? No: _____ Yes: _____

(If "Yes", please cite): _____

What are your specific recommendations to the Superiorland Collection regarding this work?

Would you recommend this material for a specific age group? _____

If you are suggesting removal of the item, what work of equal value do you recommend for replacement? _____

This completed form will be reviewed by the Cooperative Director and a recommendation will be forwarded to the Cooperative Board of Trustees. You will receive written notification of the Board's decision.

Home Library: _____

Name: _____

Address: _____ Phone: _____

Representing: Self: _____ Organization (Name): _____

Signature: _____ Date: _____

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