

Selection Policy

Rolla Public Library

Purpose

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

Background

[Statement detailing things like: the geographic area served and its demographic makeup; notable local business, political, educational, and cultural entities; social services required by citizens; and local networking arrangements (ILL, Online Library Resources, etc.) These are included to demonstrate community needs and resources that influence and shape your selection policy.]

Library Mission, Goal, and Objectives

[Include your library's mission, goal, and objective statements. This is done to highlight how your selection/collection development policy reflects and serves them.]

Intellectual Freedom

The [Library Name] is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read statement [Appendix] and the Library Bill of Rights [Appendix]. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

Target Audience

[Identifies key user groups, like adults, children, young adults, students, etc., generally state the breadth and depth of materials selected to meet the needs of each group and why].

Responsibility for Selecting Library Materials

[Declaration of who in the library is responsible for and involved in materials selection. Typically this will denote the Director as the figure of ultimate responsibility and indicate delegation to sundry professional staff.]

Budget Allocation and Funding Statement

Types by percentage of budget:

Adult Non-fiction

Adult Fiction
E-book Fiction
E-book Non-fiction
Graphic Novels
Large Print
Periodicals (Magazines and Newspapers)
DVD and Blu-ray
Downloadable Movies
Audiobooks (CD)
E-Audiobooks
Music CDs
Children's Materials
YA Fiction
YA E-book Fiction
YA Non-fiction
YA E-book Non-fiction
YA Graphic Novels
YA Manga
Videogames
Online Library Resources/Databases

Evaluative Criteria and Selection Aids

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

[Presentation of general and/or specific criteria used in selection. General criteria examples:

- The collection will attempt to provide a balance of viewpoints on all controversial issues
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials

Specific criteria can be provided by audience or age level, by subject area/Dewey range, material type (large print, digital, A/V, etc.), special collections, etc. Examples of specific criteria that can be used include:

- Authority (is it from a trusted source—both author and publisher can factor in)
- Self-published/POD materials (will your library purchase these? Are there exceptions?)
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community
- Structural integrity (library will not purchase comb-bound materials...)
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library Resources (rationale for exclusion, especially of periodicals)

Selection Aids like the following can be listed (doing so establishes a benchmark for using the tools and communicates a level of professionalism to the general public):

- Subject bibliographies
- Standard lists
- Library catalogs
- Reviews from:
 - Subject specialist journals
 - Library journals
 - Book selection journals
 - Newspapers (local and national)
- Advance notices]

Formats

[This section is used to list formats that are actively collected or to detail format that won't be purchased, and provide a rationale. This is typically most pertinent for technologies that have obsolesced within recent memory (re: you needn't mention the likes of 78 rpm glass core shellac discs, wax cylinders, or 5 ¼" floppies, but you may want to address VHS, audiocassette, and which gaming systems you're purchasing videogames for). This is also a prime place to state your preference vis-à-vis abridged or unabridged versions of classics.]

Special Collections

[Detail government document and other special collections (like local history) you may have here.]

Resource Sharing

[Detail cooperative collection development and ILL agreements. For staff, this helps diminish undesirable cross-collection/consortial redundancies. For the public, this highlights how the library will meet their needs beyond the scope of its holdings, and why in some situations, this may be ideal.]