



Materials Selection Policy

1. **AUTHORITY AND RESPONSIBILITY:**

The authority and responsibility for the selection of library materials are delegated by the Board of Trustees to the Library Director, and under his/her direction, to other staff who are qualified for this activity. Suggestions from library patrons and staff are welcome and are given consideration within the framework of policies determined by the Board of Trustees.

2. **CRITERIA FOR SELECTION:**

The Oconee County Library strives to maintain a balanced, current, and representative collection selected for the general cultural, informational, and recreational needs of the people of Oconee County. The collection is purchased and organized to provide access to ideas and information representing diverse views and modes of expression. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. Material will be judged as a whole rather than on isolated passages, illustrations or other individual elements. Materials may include a variety of formats, including both print and non-print. All applicable criteria guidelines apply to material selected, regardless of format. *Due to limitations of space and budget, the Library's collection will not be able to satisfy all requests for materials. Specialized materials which are beyond the scope of the collection may be obtained through interlibrary loans. The Library does not advocate particular beliefs or views, nor is the selection of any material equivalent to endorsement of the viewpoint of the author expressed therein. This collection development and materials selection policy reflects the Oconee County Public Library's agreement with the ALA's Library Bill of Rights and the ALA's Freedom to Read Statement, both included as appendices to this policy. It shares with libraries everywhere the goal of intellectual freedom and non-partisanship.*

A. General Criteria

The following general criteria apply to all OCPL collections:

- At least one favorable review in a reputable selection guide is generally required before an item is purchased.
- In most cases, the OCPL will not purchase self-published material unless it is reviewed in an established source. Exceptions may be made for authors with known works already in OCPL's system, or known by reputation to the manager/selector. Exceptions may be made for material of local interest.
- Suggestions for purchase of particular items, as well as donation, by members of the community are welcome but are subject to the same criteria as all other purchased materials regardless of format.

B. Criteria for Specific Collections

Fiction

The following areas must be adequately addressed for each type of material before selection:

- Literary merit and style
- Popular demand
- Price and physical quality
- Quality of illustrations
- Relationship to existing collection
- Social significance
- Reputation and significance of author/illustrator
- Reputation of publisher

Non-Fiction

- Accuracy and authenticity of factual material presented
- Quality of writing
- Popular demand
- Relation of work to existing collection
- Reputation and significance of author
- Permanent or timely value
- Price and physical quality
- Reputation of publisher
- Quality of illustrations

C. Audiovisual and Electronic:

Selection of video materials is based primarily on the following:

- Popular titles, new releases, and award lists
- Title that has become popular again due to a sequel or remake
- Reputation and qualifications of the creators, studio, producer, etc.
- Published mainstream reviews (DVDs are unlikely to be reviewed in Library Journal etc., so this means Rotten Tomatoes, IMDB, MetaCritic, etc.)
- Relevant current topic
- Relates to our local history or community
- Relationship to the existing collection (part of a series we own)
- Quality of production and suitability of subject
- Ease of cataloging (double features would be included here)
- Ease of use (no more than 6 discs, no awkward packaging)
- Requested by many patrons

Exceptions can be made on titles that managers feel are important to their branch collection. Please send these titles to the Technical Services department for approval.

No:

- Additional copies of lesser known or older titles that are already available in the system
- 3D movies
- X ratings

3. PURCHASE REQUESTS:

The OCPL regularly purchases new releases and bestsellers in all formats. The library will only accept purchase requests for items that have already been released or published, and are not found in the library catalog. The library is pleased to accept purchase requests from patrons, but will not earmark those items for specific patrons until they are in the catalog, where holds may be placed according to normal library procedures.

4. GIFTS/DONATIONS:

In general, the Oconee County Public Library welcomes gifts of money, books, materials, equipment, artwork, documents, photographs, or property of any kind, which promotes the mission of the Library. The Library reserves the right to refuse any gift that the Board of Library Trustees or Library Director, in their sole discretion, deems to not be in the best interests of the Library to accept. If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees. The Board of Trustees must approve acceptance of gifts \$10,000 and over. Donated materials must meet the same general standards of merit and relevance that apply to all materials selection. A future foundation for the Library may be established under the Foothills Community Foundation. Donors may utilize for gifts if established and if in adherence to this policy and other regulations.

Guidelines

Monetary gifts: The Library welcomes gifts of cash or stock. If the gift is used to purchase library materials, library staff will try to accommodate the donor's subject or title preferences. The Library reserves the right to refuse accommodating preferences if doing so is not in accordance with the needs and selections policies of the Library or of Oconee County. A plate with the donor's name will be affixed to the item purchased, if so desired.

Materials: Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Library for sale, given to other libraries, or discarded. Gift materials not added to the collection cannot be returned to the donor. Donors should check with Library staff for any specific restrictions.

Collections: Gift collections will be accepted only by the Director in consultation with the Board of Trustees, and with the understanding that the collection may not be kept intact.

Recognition gifts: The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject or title preferences, whenever possible. The Library reserves the right to refuse accommodating preferences if doing so is not in accordance with the needs and selections policies of the Library or of Oconee County. The names of the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired.

Real estate or other personal property: The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

Art & decoration objects: In general, gifts of art objects shall be of local interest to the community, of a professional quality, well executed and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a Library and not a museum, potential donors of art & decorative objects are requested to discuss any possible gifts with the Director and Board of Trustees. No gifts posing a danger or threat to patrons will be accepted (e. g. metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

Valuation: The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.

Future disposition of gifts: Libraries used extensively by their patrons sustain losses through theft, mutilation and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The Library therefore cannot guarantee that any gift will be part of the collection or furnishings permanently and therefore will dispose of items as it sees fit.

5. WEEDING:

An up-to-date, attractive, and useful collection will be maintained by retaining or replacing essential materials, and removing on a systematic and continuous basis those works that are worn, outdated, of little historical significance, or no longer in demand.

6. RECONSIDERATION OF MATERIALS:

The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may

reject materials for himself/herself and for his/her children, he/she cannot limit access to the materials by others.

Children are not limited to using juvenile materials, although juvenile collections are grouped to facilitate access.

The responsibility of the Library is to serve all the community, not to promote or censor any particular political, moral, philosophical, or religious conviction or opinion. The criteria for Materials Selection (#2 above) will be followed in considering materials for reconsideration.

Citizen requests for reconsideration shall be made in writing on forms provided by the library. Complainants must be a resident of Oconee County. Complaints must originate with an Oconee resident or one who is eligible for a card in-county, and not be a proxy request from an individual or group outside of Oconee County. The Library Director will give a written response within 5 business days. Appeals are directed to the Board for final decision, and must be made within 14 days of the date of the Director's response. Customers may have no more than one active request at a time, and once a material has been accepted by the Director/Board to be retained that material will not be reconsidered.

7. TEXTBOOKS:

Textbooks may be purchased for the collection when they supply information in areas in which they may be the best, or the most suitable source of information on the subject. Providing textbooks and curriculum material is generally held to be the responsibility of the schools.