

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Materials Selection
POLICY NUMBER: 4250

4250.1 The Library District will select, organize and make available books, magazines, newspapers, databases, other online resources, DVDs, CDs, and other items (hereinafter called “library materials”) which reflect

- the wide variety of tastes, interests, concerns and needs of the community,
- the varied backgrounds and ages of the community members,
- the full range of recorded knowledge, and
- the widest possible expression of viewpoints so as to be inclusive as opposed to exclusive.

4250.2 The Library District will emphasize standard materials which reflect the needs and interests of the general reader, and which have proven or potential appeal to the general community. The District will seek to select materials which strengthen its existing collections and keep them current, but will also seek to select materials which add new dimensions and areas to its collections.

4250.3 The Library District will deliberately seek to acquire materials to suit and satisfy the wide variety of tastes, preferences and opinions of this community, exercising great care to include an eclectic mixture of ideas, philosophies and points of view. Items which may be of a controversial nature or which have different or divergent views will be considered and acquired if appropriate.

4250.3.1 Decisions about the cultural, literary, political or philosophical value of various materials are purely an individual matter, and any individual is absolutely free to reject for themselves those materials of which they do not approve. However, individuals will not be allowed to impose their personal tastes and views by restricting or removing the freedom of access to library materials for others.

4250.4 The Library District recognizes the importance of allowing individuals to form their own opinions and ideas, and will in no way act to erect barriers to its materials. All materials will be made as accessible as possible to all users. Other than reference materials, the only items with “limited access” are those which need protection because of cost, frequency of use, susceptibility to damage or loss, and/or fragility or physical format unsuited to heavy use.

4250.4.1 The District respects the right and responsibility of parents and legal guardians to determine which materials their child may use. Any restriction to library materials is the sole responsibility of the parent or legal guardian.

4250.5 The Library District adheres to and incorporates the values and philosophies concerning access, materials selection and censorship expressed in the American Library Association *Library Bill*

of Rights, the Intellectual Freedom Statement, and the Freedom to Read Statement in this materials selection policy.

4250.6 The authority for materials selection lies with the District Librarian, and under his or her direction such members of the staff who are qualified by education, training or experience. Library materials so selected shall be held to have been selected by the Library Commission.

4250.6.1 The District Librarian will solicit advice and recommendations for new library materials from library users.

4250.7 The criteria listed below are to be used as guidelines for the selection of library materials:

- overall purpose of the material
- reputation and significance of the author
- timeliness or permanence of the material
- importance of the subject matter to the collection
- size and scope of the existing collection
- local interest or demand
- authoritativeness and quality of the writing
- reputation and standards of the publisher
- readability and popular appeal
- favorable attention by reviewers and critics

Adopted 01/22/2007