



PETERSBURGH PUBLIC LIBRARY MATERIALS SELECTION POLICY

I. General Goals and Objectives of Selection

- A. The Library's goal is to maintain a collection that is intensively used by a large portion of townspeople.
- B. In selecting materials the library strives to develop a well-rounded collection of high quality resources to support recreational reading and the creative use of leisure time, as well as the need for information and research.
- C. The particular wants and needs of the community guide the selection process.

II. Responsibility

It is the responsibility of the Library Board of Trustees to set, review, and revise the materials selection policy. However, selection of materials is the responsibility of the library director, who has the most extensive knowledge of current holdings and patron needs and interests.

III. Criteria for Selection

The library will provide materials in a variety of formats including hardcover and paperback books, periodicals, audiovisual materials, computer software, and realia, which includes puppets, toys, games, and other multi-dimensional learning objects. The library will provide a collection that meets the standards of the Library Policy Manual for the One Person Library for a town of our size. These include

- A. A basic collection of at least 4000 volumes
- B. Access to a supplemental changing collection of 6000 volumes

- C. Purchase of new titles totaling 5% of the library's basic collection annually
- D. Approximately 30% of the book budget allocated to children's materials (half each to fiction and non-fiction), and 10% - 15% to young adults.
- E. Annual withdrawals from the basic collection of outdated materials averaging 5% of the total collection.

The Library will acquire primarily works of literary merit or factual authenticity, except in cases of high demand, in which case the demand may justify purchase. Factors to be considered in selecting an item include:

A. Collection Factors

- 1. Its relation to the existing collection
- 2. Its relative importance in comparison with other works on the subject
- 3. Its permanent value or particular timely significance
- 4. Its presentation of a viewpoint not represented elsewhere in the collection
- 5. The need to preserve publications by local authors and materials on local history

B. Cost Factors

- 1. Its price weighed against the coverage it will add to the collection
- 2. Its availability through other libraries. Less frequently used items may be requested
 - i. through interlibrary loan rather than purchased.

C. External Evaluations

- 1. Professional book reviews
- 2. Reputation of the author or illustrator

D. Community factors

- 1. Community needs and interests
- 2. Popular appeal

IV. Intellectual Freedom

The library supports the access to information and to a broad spectrum of viewpoints as outlined in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Copies of each are attached to this policy.

V. Controversy

Objections to materials a patron feels do not meet the criteria of the materials Selection Policy should be submitted in writing. A decision whether or not to exclude a book will be made after review and consultation between the librarian and the board. However, the library opposes removal from its shelves at the request of an individual or group any material chosen according to the materials selection policy.

VI. Withdrawals and Replacements

- A. The library regularly eliminates outdated materials, books no longer in demand, and worn or mutilated volumes if their repair is not warranted. Titles withdrawn because of damage or loss are replaced based on the same criteria applied in original selection.
- B. The librarian will make decisions concerning which items to withdraw from the collection.
- C. Materials withdrawn from the collection may be given to another library, donated to a charitable cause, sold for the benefit of the library, or discarded.

VII. Gifts

- A. The library welcomes gifts of books and audiovisual materials that are:
 - a. in good condition
 - b. have no restrictions placed upon them by the donor
- B. Gifts will be evaluated by the same criteria used for purchases

- C. Certain items may be accepted as gifts that would not otherwise be purchased; for example very expensive items, or items of more limited interest.
- D. Gifts that will benefit the collection based upon considerations of community interest, duplication, processing costs, and shelf space will be accepted.
- E. Items not accepted will be disposed of in the same manner as items withdrawn from the collection. (See section VI, C)
- F. The library does not keep records of the final disposition of gift materials, nor can it provide evaluation of gifts for tax or other purposes.

APPROVED DATE: April 3, 2012

ADOPTED DATE:

REVISED DATE: December 5, 2018