

## **Materials Selection/Collection Development Policy**

### **A. Objectives**

The purpose of the Jefferson Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* (Attachment E) and *The Freedom to Read Statement* (Attachment F) have been endorsed by the Jefferson Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Jefferson Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### **C. Criteria for Selection**

- The main points considered in the selection of materials are:
  - a. individual merit of each item
  - b. popular appeal/demand
  - c. suitability of material for the clientele
  - d. existing library holdings
  - e. budget
- Reviews are a major source of information about new materials. The primary source(s) of reviews are professional publications such as *Booklist*, *Library Journal*, *Horn Book*, *School Library Journal*, and other sources deemed reputable, unbiased, and professionally prepared.

- The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### **D. Music Collection Selection Policy**

- The library will purchase those music CDs identified as high-interest in a variety of genres.
- Selection tools will include charts in Billboard, College Music Journal, i-Tunes, Amazon.com and other music tracking sources, such as, but not limited to, Spin, Rolling Stone, and Pitchfork.
- Reviews and recommendations (i.e. local or regional sources, other mainstream media resources) may also be considered.
- It is not the intention of the Jefferson Public Library to offer a comprehensive music collection on a large scale.

Adopted: December 5, 2012

#### **E. Video Games Collection Selection Policy**

- The library will purchase those video games identified as high-interest in a variety of genres, with a focus on social, narrative, action, knowledge, and strategy games.
- Selection tools will include high demand item list generated by the SHARE system, ESRB Ratings guide, Library Journal, MetaCritic, What They Play, Game Rankings, and WarpZoned.
- Reviews and recommendations from other sources (i.e., local or regional sources, other mainstream media resources) may also be considered
- It is not the intention of the Jefferson Public Library to offer a comprehensive video game collection on a large scale.

Adopted: April 3, 2013