

MOUNT VERNON CITY LIBRARY

5. MATERIALS SELECTION POLICY

5.01 MISSION AND STATEMENT OF PURPOSE

The Materials Selection Policy offers guidance to Library staff in the selection and retention of materials for the Mount Vernon City Library and serves to inform the public and other interested persons of the Library's philosophy for collection maintenance.

The guidelines are based on the Library's Mission and the long-established principles of the intellectual freedom statements listed in the appendix of this document.

5.02 LIBRARY AND COMMUNITY PROFILE

The Mount Vernon City Library consists of one main library that serves a residential population of 33,170 (2014 population estimate from the Office of Financial Management) as well as reciprocal borrowers from other Skagit County municipal libraries and fee-based non-resident borrowers of Skagit County. The Skagit County 2013 population estimate from the U.S. Census Bureau is 118,837.

As of the 2010 Census: The City has 11,342 households, 33.7% of the population is of Hispanic or Latino origin, the median age population is 32.3, the median household income is \$48,029 and 18% of the persons are below poverty level.

5.03 COLLECTION OBJECTIVES

The Mount Vernon City Library takes into consideration the limitations of space, staffing, and budget when developing and maintaining its collection, which consists of a core collection of popular materials in conjunction with materials of added breadth and depth in selected areas. Materials and formats are not maintained past their relevance. This ensures a collection of current interest to our patrons. Textbooks and materials of a highly technical or specialized nature more appropriate for research or special libraries are generally excluded from the collection.

5.04 SELECTION PROCESS

5.04.010 RESPONSIBILITY FOR SELECTION

Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Library Board. The Library Director delegates major responsibility for materials selection to the Collection Development Team coordinated by the Support Services Supervisor.

5.04.020 COMMUNITY PARTICIPATION

Involvement by the community in the selection process is encouraged. Several mechanisms are provided for this purpose:

- Patrons can suggest titles at the library or online through our website.
- Additional copies are purchased based on the amount of holds on popular items.
- Items requested through Interlibrary Loan can show a need in the collection.
- Library staff can suggest titles or subjects to the collection development team based on patron questions and reader's advisory.

5.04.030 SELECTION TOOLS

Professional staff members are expected to read current library and review journals in order to suggest materials for purchase. In addition, librarians should utilize other publications such as major national newspapers, local publications, online resources, news magazines, as well as the broadcast media as potential review sources. Since some published materials are not reviewed in the standard selection tools, publishers' catalogs and bookstores may be potential sources of information about this type of material.

5.04.040 GUIDELINES FOR SELECTION

Collection development is based on these specific criteria:

Community needs, interests, and demands.

Significance and compatibility of the work to the collection.

Reviews from professional journals or publications of national repute.

Reputation and qualifications of the author, illustrator, publisher, or producer.

Availability of other information on the subject.

Literary, artistic, historical, scientific, or intellectual merit.

Suitability of format.

Price and availability for purchase.

Author or creator already has popular works in the collection.

Significance of the author's work to Mount Vernon (Skagit County) area.

Suitability of subject and style to intended audience.

Other factors may be considered.

Each of these factors will be taken into consideration from one acquisition to another when evaluating materials for adults, teens and children.

All cardholders, regardless of age, have the right to access all materials in the Library and to borrow any circulating item. Parents and legal guardians have the responsibility to monitor the use of library materials by their children. Selection of library materials for adults is not limited by the possibility that children may come in contact with them. The Library does not act in loco parentis and is not responsible for content viewed at the library.

5.05 COLLECTIONS FORMATS

5.05.010 Books

The adult fiction collection consists of a wide variety of contemporary fiction from all genres, international works in English translation, and classic literature, with emphasis on new popular and bestseller titles. The adult non-fiction collection contains works that provide basic knowledge on essential or intriguing topics and consists of works written for a general readership.

5.05.020 Periodicals

The periodicals collection consists of current, popular and well-reviewed publications that meet a broad spectrum of community interests, informational, educational, and recreational needs. The children's periodical collection includes titles for ages 0-11. The teen periodicals collection emphasizes items for ages 12 to 18.

5.05.030 Electronic Resources

The electronic resources collection includes online subscription databases, downloadable audiobooks, downloadable electronic books (eBooks), and links to authoritative Internet information.

5.05.040 Audiovisual

The audiovisual collection includes digital videodiscs (DVDs), audio compact discs (CDs), audiobooks on CD and multimedia kits. Emphasis is on current popular titles, including international and award-winning selections, established artists, and educational interest topics. Audiovisual materials complement the Library's other collections and public programs.

5.06 YOUTH SERVICES COLLECTIONS

5.06.010 Children's Collection

The children's collection provides materials in a variety of formats to satisfy the informational, recreational, cultural, and educational needs of children, from babies and preschoolers through children in elementary school grades. Materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection includes early literacy formats that target the importance of reading aloud to children during the first five years.

Formats in the children's collection include board books, picture books, beginning readers, graphic novels, paperbacks, fiction, non-fiction, magazines, music CDs, read-along kits, DVDs, audiobooks and other electronic formats.

5.06.020 Young Adult Collection

The teen collection supports the educational and recreational needs of adolescents ages 12 to 18 years old. The collection includes popular reading titles as well as classics and non-fiction titles focused on contemporary teen issues.

Formats in the teen collection include fiction, non-fiction, graphic novels, manga, paperbacks, magazines, audiobooks and other electronic formats.

5.06.030 Parenting and Teaching Collection

The Parenting and Teaching collection offers materials on general parenting, health issues, and educational topics.

Formats in the Parenting and Teaching collection include non-fiction books and magazines.

5.07 SPECIAL COLLECTIONS

5.07.010 Reference Collection

Reference materials are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than be read consecutively. They can provide concise, in depth and current information or they may serve as an index to other materials in the collection. Since they are used by the public and Library staff to answer specific questions, reference materials are designated for use only within the Library. In selecting for the reference collection, the primary concern is the Library's clientele and their information needs.

5.07.020 Foreign Language Collection

Books written in languages other than English may be purchased for the library where an actual or potential demand exists. Since Latinos make up more than 33% of Mount Vernon's population, a collection of Spanish language materials, both adult and youth, will be maintained.

5.07.030 Literacy Collection

The purpose of the Adult Literacy collection is to provide materials in many formats to adults with low reading skills as well as those who are learning English as a second language. Although both fiction and non-fiction are included in the literacy collection, the focus is on materials relating to English speaking, reading, writing and comprehension skills. We strive to provide literacy materials relevant to people of all backgrounds.

5.07.040 Large Print Materials

Large Print materials are primarily designed for use by patrons with visual impairments. The collection consists of popular fiction, non-fiction, classics and periodicals.

5.07.050 Special Needs

Library patrons have access to material for the visually impaired through the Washington State Department of Services for the Blind and the Washington Talking Book and Braille Library.

5.08 DONATIONS AND MEMORIALS

The Library only accepts materials in usable condition. All donations become the sole property of the Mount Vernon City Library upon receipt and cannot be returned. The Library reserves the right to decide whether donated items are added to the collection and to determine the conditions of display, storage, and access. All donation materials added to the collection must meet the same selection criteria as purchased materials. Donations not added to the collection are given to the Friends of the Mount Vernon Library to sell. Proceeds from the sales directly benefit the Library.

Donations can be acknowledged with a written receipt that lists the number and type of material donated. The Library cannot legally make a determination of value of the donation or act as an appraiser (The Tax Reform Act of 1984, Sec. 155a). The Library maintains the right to refuse donations at any time.

Donation and memorial plates are placed on special items when requested under the discretion of the Support Services Supervisor.

5.09 COLLECTION MAINTENANCE

To maintain the quality and relevance of the collection and in consideration of space limitations, the Library regularly withdraws materials that are worn, outdated, superseded, underused or obsolete.

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available.
- There is ongoing demand or need.
- Another item or format might better serve the same purpose.
- Updated, newer or revised materials would better replace a given item.
- The item has historical value in this or another library based upon mission and guidelines.
- Another library system could better provide the item or a comparable item in the future through Interlibrary Loan.

5.10 REQUESTS FOR RECONSIDERATION OF MATERIALS

The Library carefully investigates and considers suggestions from patrons to consider the removal or reclassification of any material in the Library collection. Patrons may challenge materials by completing a Request for Reconsideration of Library Materials, which is reviewed by the Director and the member of the Collection Development Team responsible for materials selections. A report of the final determination is sent to the patron.

Request for Reconsideration

- A. A member of the Library staff explains the Library's *Materials Selection Policy* to the customer. If the customer wishes, s/he may then submit a written *Request for Reconsideration of Library Materials* to the Library Director.
- B. The completed form is reviewed by one or more members of the Library staff who have responsibility for materials selection, and by the Library Director. The Library staff members objectively review the material in question to ascertain the material is appropriate under the Library's *Materials Selection Policy*. The Library Director or a member of the Library staff shall make a written response to the requester within 15 days of the date that the reconsideration form was submitted. The Library Director shall also notify the Board of Trustees of each *Request for Reconsideration of Library Materials* submitted.

If the requester is not satisfied with the decision of the Library staff, s/he may appeal in writing to the Library Director, who then convenes a Reconsideration Committee to review the *Request for Reconsideration*. This committee will consist of:

- One member of the Board of Trustees.
 - Three (3) members of the Collection Development Team.
 - Two (2) members of the community selected jointly by the Board of Trustees and the Library Director.
- C. Within 15 days the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision.
 - D. Should the requester wish to appeal this decision, s/he may make a final appeal in writing directly to the Board of Trustees. The Board will schedule and conduct a public hearing within 30 days of the final written appeal in order to reach a final decision.

(See appendix A-2)

5.11 INTELLECTUAL FREEDOM

The Board of Trustees of the Mount Vernon City Library declares that it will adhere to and support:

- The Library Bill of Rights, ALA Council, reaffirmed 01/23/1996.
- The Freedom to Read statement, ALA Council, last revised 6/30/04.
- Free Access to Libraries for Minors, an interpretation of the Library Bill of Rights, ALA Council, last amended 07/02/2008.
- Freedom to View Statement, endorsed 01/10/1990.
- Libraries: An American Value, adopted 02/03/1999.
- Access to Digital Information, Services and Networks, last amended 07/15/09
- Access to Library Resources and Services Regardless of Gender or Sexual Orientation, last amended 07/02/2008.
- Economic Barriers to Information Access, adopted 06/31/1993.
- Restricted Access to Library materials, last amended 01/28/09.
- The Washington Library Association Statement of Policy on intellectual Freedom in Libraries, 05/14/1971, ratified 04/06/2001.

(See appendix A-3 to A-12)

Approved by the Board of Trustees September 17, 2006

Revised by the Board of Trustees September 4, 2014