

Jackson City Library Book Selection and Collection Maintenance Policy

Board Policy:

Date Reviewed: 2/22/2018
Date Approved: 6/12/2018
Effective Date: 6/12/2018
Replacing Policy Effective: 6/9/1987

BOOK SELECTION POLICY

Purpose:

The purpose of the Jackson City Library is to provide support for the educational, informational, and recreational needs of the community. To enable citizens to form their own opinions, the library will attempt to provide materials that present all points of view. The Board of Trustees has adopted the American Library Association's Bill of Rights and Freedom to Read Statement.

Censorship of books must be challenged by the library authorities in maintenance of their responsibility to provide public information and enlightenment through the printed word. No materials shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages. A patron's complaint will be in writing and the patron will be given a "Citizen's request for Reconsideration of Library Material" form. (Copy in manual)

Selection Aids

Because the librarians cannot examine every book before it is purchased and cannot be expert in every field, they must rely on selection aids:

1. Library Journal
2. Booklist
3. Other standard review media.

COLLECTION MAINTENANCE

Materials Selection

The Jackson City Library undertakes to select, organize and make accessible library materials of many kinds in order to anticipate and meet the needs and interests of the public. The Jackson City Library Board of Trustees, recognizing the pluralistic nature of the community and the varied backgrounds and needs of all citizens, declares and establishes that:

1. Books and/or other library materials selection is delegated to the library director and may be delegated to those members of the staff who are qualified by reason of education, training and experience.
2. Selection of books and/or other library materials shall be made on the basis of **community needs**.

The Jackson City Library acquires, organizes, makes available, and encourages the use of all media, which:

1. Contribute constructively to the individual's awareness of self and community while providing insight into a wide range of human and social conditions and various cultural heritages.
2. Supplement formal study. (The Library does not purchase textbooks for elementary, middle school, high school, or college).
3. Encourage informal self-education.
4. Meet the informational and recreational needs of the entire community.
5. Stimulate thoughtful participation in the affairs of the community, the state, the nation, and the world.
6. Give access to a variety of opinions on matters of current interest.
7. Support educational, civic, and cultural activities.
8. Aid in learning and improving job-related skills.
9. Assist the individual to grow intellectually and culturally so that he may enjoy life more fully.

Young Adult Collection

In addition, the specific aim of the Young Adult Collection is to provide a wide range of materials that can be used to promote a lifelong pleasure and interest in reading and to introduce adolescents (young people 13-18 years of ages) to the world of adult literature by relating to their recreational and informational needs and the world in which they live. Recognizing that adolescence is a period of rapid physical, mental, and emotional growth and taking into account the many levels of sophistication and maturity of this age group, materials are selected which vary in format, content, and reading difficulty.

In order to provide for readers of different abilities and backgrounds, materials include readable and relevant adult and children's materials, as well as those produced specifically for teenagers. Materials for young adults are selected with a view to helping young people understand their own development and responsibilities and providing a basis for informed decisions.

Children's Collection

The specific aim of the children's collection is to provide print and non-print materials, which will anticipate and meet the diversified needs, interests, tastes, and backgrounds of boys and girls from infancy through the age of 12. These materials should: provide enjoyment for children; inspire and cultivate in a children in love of books and reading; help children know about themselves and their world; prepare children for thoughtful participation in social and political affairs; stimulate children's creative powers and appreciation of beauty; stimulate children to develop their mental capacities; meet the personal informational needs of children; and help children

recognize a broad spectrum of moral and social values.

Additional appropriate materials are provided for adults to help them understand and work with children.

CRITERIA FOR MATERIAL SELECTION

Nature and quality of the material as factors in selection:

1. Expanding areas of knowledge, changing social values, technological advances and cultural differences requiring flexibility, open-mindedness, and responsiveness in the evaluation and re-evaluation of all library materials, old and new. Newspapers, paperbacks, magazines, pamphlets, foreign language materials, audio recordings, DVDs and new types of materials are acquired and made accessible as they are judged suitable, meaningful, and relevant to the community.
2. Each type of material must be considered in terms of its own kinds of excellence and the audience for whom it is intended. There is no single standard that can be applied in all cases when making an acquisition decision. Some materials may be judged primarily in terms of artistic merit, scholarship or their value to humanity; others are selected to satisfy the informational, recreational, and educational needs of the community.
3. A proportion of the material evaluated is subject to widespread and/or substantial local demand. Items having such demand may or may not meet the general and specific criteria contained in this policy. In either case, the volume and nature of requests by members of the public will be given serious consideration. In addition, as the social and intellectual climate of the community changes, material that originally was not recommended for purchase may become of interest.
4. Staff familiarity with the special, academic, and school library collections in the region, and in the state, and with their respective accessibility, will serve as a guide to avoiding unnecessary duplication of materials.
5. To build diversified collections of merit and significance, materials will be considered and acquired according to objective criteria. All acquisitions to be added to the collection, whether purchases or gifts, shall meet the same criteria.

General Criteria

1. Suitability of physical form for library use; i.e., spiral-bound and pop-up books are generally undesirable.
2. Suitability of subject and style for intended audience.
3. Present and potential relevance to community needs.
4. Appropriateness and effectiveness of medium.
5. Insight into social and human conditions.
6. Importance as a document of the times.
7. Relation to the existing Jackson City Library collections and other material on the subject.

8. Professional and/or literary significance of the author.
9. Attention to critics, reviewers, and the public.

Specific criteria for the evaluation of works of imagination

1. Representation of important movement, genre, trend, or culture.
2. Vitality and originality.
3. Artistic presentation and experimentation.
4. Sustained interest.
5. Effective characterization and setting.

Weeding

The Jackson City Library maintains an active policy of withdrawal based on the elimination of outdated material, books no longer in demand or of interest, duplicate, worn or mutilated copies. Frequency of circulation, community interest, and availability of newer and more valid materials are of prime consideration. Local history/genealogy, and popular but no longer in demand can be discarded under the same criteria as the entire library collection.

Materials which no longer meet the stated objectives of Jackson City Library will be discarded according to adopted professional practices.

Disposition of library materials so weeded will be at the discretion of the library director.

