

8 COLLECTION DEVELOPMENT AND MATERIALS SELECTION

8.1 PHILOSOPHY

To support the mission of the Gladstone Public Library, library materials are selected and made accessible to the public. The Gladstone Public Library Board adopts this materials selection policy to guide librarians and to inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating goals and indicating boundaries will assist in choosing from a vast array of materials available.

8.2 POLICY STATEMENT

The Gladstone Public Library upholds the following principles of service:

8.3 ACCESS

Provide open, non-judgmental access to collections and services without regard to ethnicity, citizenship, national origin, age, gender, educational level, economic status, religion, disability, or any other protected class, qualification, or condition. Promote and provide free access to the communication of ideas and information.

Advocate and support First Amendment rights and the Library Bill of Rights, and protect library materials from censorship.

The Library Board believes that although anyone is free to reject for himself/herself library materials that he or she does not approve, the individual cannot restrict the freedom of others to read, view, or hear. Parents or legal guardians have the responsibility to guide and direct the reading, viewing, or listening of their own minor children. The library does not take the place of the parent or legal guardian.

8.4 CRITERIA FOR SELECTION

- Create an environment that encourages users to encounter the rich diversity of concepts upon which a democratic society depends.
- Materials selected for the library collection are intended to meet the cultural, informational, educational, and entertainment needs of the citizens of Gladstone.
- The primary objective of selection is to acquire materials of both contemporary significance and permanent value. The Gladstone Public Library strives for representative and current materials that reflect new trends, ideas, and controversial topics from various points of view as well as a broad range of material that illuminates the past.
- Each item selected or donated, regardless of format, is evaluated in accordance with established library procedures.

- Since no library can feasibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. Selection decisions are made on the basis of staff member judgment, expertise and knowledge of what is already in the collection, and by evaluating reviews and other selection tools and criteria.
- As set forth in the Gladstone Public Library Internet Policy, the selection of websites and online information should be consistent with the goals and principles of this Materials Selection Policy. Ultimate responsibility for the selection of library materials rests with the Library Director, who operates within the framework of this policy.

8.5 RECONSIDERATION OF MATERIALS

Library customers may request that materials be re-evaluated for placement or re-considered for inclusion in the library collection. The criteria employed in the selection process are intended to be inclusive, rather than exclusive, and are deliberately flexible. Although all relevant factors are considered in the selection process, some may be given more weight than others in any specific selection decision. The evaluation of materials is characterized by flexibility and responsiveness to the changing needs of Gladstone citizens. These changing needs require that materials be evaluated initially and on a continuing basis. Consequently, materials that were not recommended for purchase initially may be purchased later.

The Gladstone Public Library recognizes the right of individuals to question the placement of materials in the library collection. Anyone questioning material in the collection may ask the staff about such materials. A staff member will give the patron a copy of this policy.

Individuals still questioning library materials may complete a written "Request for Reconsideration of Library Materials" form. The form will be referred to the Library Director. The Library Director will consider whether the material meets the criteria of the selection policies described in this policy. The Library Director will respond, in writing, to each individual as soon as possible citing the reason(s) for the decision.

8.6 DE-SELECTION

Library staff continuously monitor materials within the library collection. Staff may withdraw items if they contain outdated or inaccurate information, are superseded by a newer edition, become worn, badly marked or damaged, or are duplicates or seldom used materials. Factors in the decision to withdraw items will include material space, replacement cost, and the quality and appearance of the collection. Additionally, multiple titles are essential in meeting the public demand for best sellers and other heavily used materials. Donations, memorials, and gifts of material to the library will be accepted subject to this same selection criteria.

8.7 PATRON REQUESTS

The library strongly encourages its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive serious consideration and requested materials will be purchased whenever possible.