

# **RAY TOWNSHIP PUBLIC LIBRARY**

## **GOALS OF SELECTION**

The Ray Township Public Library strives for systematic selection so that the resulting collection will be balanced thereby serving the needs of the entire community. The library selects and makes available, whatever format which:

1. Meet the information needs of the community.
2. Meet the recreational needs of the community.
3. Supplement formal and informal study.
4. Reflect a variety of opinions (minority and majority) on a subject.
5. Support business, cultural, recreational and civic activities in the community.
6. Stimulate self-understanding and growth.
7. Enhance job-related knowledge and skills
8. Increase knowledge of and participation in the affairs of the community, the country and the world.

## **OBJECTIVES IN MATERIALS SELECTION**

The library exists to communicate the diary of human experience to the community. To accomplish this goal, the library provides a wide array of formats: books, periodicals, pamphlets, newspapers, videos, maps, compact disc etc., and public access to electronic resources.

The scope of the collection is intended to offer a choice of format, viewpoint and level of difficulty in comprehension. Materials for varying levels of education and differing social and religious customs are provided and are included on the open shelves of the collection.

The library pays close attention to the professional commercial, industrial, cultural and civic enterprises of its community.

The collection is not intended to be either comprehensive or archival. Every effort is made to avoid needless duplication. Specialized resources may be obtained from larger libraries.

Ray Township Public Library exists to support but not to extend local public school libraries; so, local curriculum based materials will not be purchased except as such materials might either serve or be requested by the general public.

Interlibrary loan is used to supplement the collection. Electronic resources may be used when appropriate for extremely current or specialized material.

## **SELECTION RESPONSIBILITY**

The authority and responsibilities for the selection/deselection of library materials is delegated to the Library Director and under his/her direction to the professional staff who are qualified for this activity by reason of education, training and experience.

## **GENERAL CRITERIA FOR SELECTION**

The evaluation of materials is characterized by flexibility, open-mindedness and a responsiveness to the changing needs of the citizens of the community.

To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated are considered in terms of the following standards. Clearly, however, an item need not meet all the criteria in order to be acceptable. When judging the quality of materials, standards and combinations of standards may be used as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community, or in other instances, the criterion may be substantial demand.

Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection because it presents an aspect of life honestly or because of the frankness of expression.

### **General Criteria**

1. Availability and suitability of physical form for use.
2. Suitability of subject, style and reading level for the intended audience.
3. Reputation and or significance of the author.
4. Reputation of the publisher or producer.
5. Quality of design and illustrations.
6. Present and potential relevance to community needs.
7. Demand for materials.
8. Relationship to existing materials in the collection on the same subject.
9. Availability and accessibility of the same material in the area.
10. Appropriateness and effectiveness of medium to content.
11. Insight into human and social conditions
12. Attention given by critics, reviewers and professional book selection aids and the public.

## **Specific Criteria**

### **A. Book Materials – Adult**

In the case of scholarly material, the following criteria apply: reputation and significance of the author, importance of subject matter to the collection; scarcity of material on the subject; availability of material elsewhere in the area; timeliness or permanence of the material; appearance of the title in special bibliographies or indexes; authoritativeness; reputation and standards of the publisher; price. Student materials should be considered as a method to encourage use as adults.

### **B. Book Materials – Children’s**

In selecting books for children, the Library’s objective is to make available a collection that satisfies the informational, recreation and cultural reading needs and potentials of children from pre-school age through junior high. Books are included which serve children of all abilities and reading levels. Criteria for book selection include literary and artistic worth, accuracy, suitability of content and vocabulary to the age of the readers, the contribution of the book to the balance of the total collection, and price.

Duplication of titles within the collection is contingent on budget as well as on demand to the extent that the collection remains balanced in all its goals. Curricular demands are considered insofar as they do not obscure the public library’s general contribution to the community or attempt to substitute for the development and use of school library resources.

In general, textbooks are added not to satisfy school demands but to provide information on subjects when there is little or no material available in any other form or when the textbook makes a significant contribution to the collection. To satisfy the needs of children learning to read, the emphasis is on providing picture books and books for beginning readers which meet library standards of literary and artistic quality.

Books will be purchased that encourage an understanding and awareness of diverse cultural, ethnic, religious and national attitudes.

Bible stories, biographies of saints and other religious personages, and books on the customs and traditions of religious faiths are added if they meet the basic standards for children’s books in general.

Books on human physical development and sex education are carefully selected as to scientific accuracy and simplicity of presentation.

Books which are recognized as children's classics and are of considerable literary merit are retained even though they may contain a word or phrase which is today unacceptable, current books which are well written and portray authentically a period of incident or way of life meaningfully are accepted despite the occasional use of an unacceptable term, provided the total impact of the book meets the standards maintained in the collection.

## Non-Book Materials

The Library staff considers that non-book materials represent an alternative format and may be selected when the non-book form best meets the need of the community. In general, the same selection policies will apply.

### A. Periodicals

The Library endeavors to provide the most representative periodicals in a wide range of subjects of reference value and recreational interest. Particular emphasis is given to titles included in periodical indexes. Specialized titles are considered in relation to subject needs and their availability in area and regional libraries.

### B. Books on Tape/CD/MP3

The Library currently purchases spoken word materials recorded in the above formats. Our primary purpose is to provide public access to spoken recordings of original print material that is appropriate to the format. The following materials will be purchased:

- a. Works of fiction, non-fiction poetry and drama.
- b. Low cost instructional or self-improvement material with a broad range of appeal to our users.

The Library will not attempt to duplicate the services offered by the Library for the Blind and Physically Handicapped or the Macomb Sub-regional Library for the Blind and Physically handicapped to handicapped individuals.

### C. DVDs

DVDs are purchased by the library for the primary purpose of home entertainment, information and instruction. Tapes may be purchased if they meet the following criteria:

- a. Tapes must be available in DVD format.
- b. Subject matter should be appropriate for home use and should not duplicate materials provided through local educational institutions and other organizations.

We strive for a reasonable balance and variety of materials in the collection for both children and adults. Suggestions from the public are welcome.

The staff takes no responsibility for the content of the videocassette/DVD collection. However, the Library does not purchase tapes rated X by the motion picture industry.

## **ACCESS**

Responsibility for the reading of children and adolescents rests with their parents or legal guardians. Library materials are not marked or identified to show approval or disapproval of the contents. No book or other item is sequestered, except for the purpose of protecting it from injury or theft.

## **WEEDING**

Systematic removal of materials is necessary in order to maintain a current, accurate and inviting collection. Discarding materials from the Library's collection is selection in reverse; additional criteria includes: insufficient use, worn or irreparable condition, misleading or obsolete information, space availability and altered collection emphases.

The Ray Township Public Library will maintain a vigorous weeding program in order to sustain a vital collection. Materials which no longer meet the stated Goals of Selection will be discarded. Disposition of library materials so weeded will be at the discretion of the Director. Staff will follow the guidelines when removing materials from the collection.

### **Purpose of weeding**

Weeding improves the appearance and currency of the collection, increases circulation and turnover rate, makes more efficient use of space, provides constant feedback on the collection's strengths and weaknesses, and increases accessibility of the remaining materials.

### **Weeding Criteria**

Condition and replacement: Materials that are worn, shabby, yellowed, marked or otherwise damaged will be discarded. If poor condition is due to heavy use, the item should be considered for replacement.

**Circulation patterns:** Frequency of circulation of an item is an important consideration in determining its retention. Exceptions to the CREW (Continuous Review, Evaluation and Weeding) method include items of seasonal interest and materials considered classic.

**Duplication and Age:** Multiple copies purchased to meet popular demand should be discarded when heavy duplication is no longer necessary. Superseded editions should be discarded unless there is a specific reason for their retention, such as: reference items changed to circulating.

**Space Constraints:** The degree of necessary weeding may differ between facilities based on the space limitations of the buildings.

**Evaluating and weeding collections:** The CREW method by Joseph P. Segal is established as an authority on this subject by the American Library Association, and will be used by the staff. This method keeps the current collection clearly in mind and helps in planning future directions for it. In addition to CREW, the following concepts are to be included:

**Standard Lists:** Standard lists and bibliographies may be used as aids in making weeding decisions, especially where a collection development goal is to build or maintain a collection. Among the more common standard lists are:

|                                      |                        |
|--------------------------------------|------------------------|
| Elementary School Library Collection | Booklist               |
| Books for College Libraries          | School Library Journal |
| Fiction Catalog                      | Library Journal        |
| Public Library Catalog               |                        |

**Update lists:** To update a title for which a later edition is needed, the more common sources are:

Books in Print  
Forecast  
Forthcoming Books

**Automation:** The Library will employ the use (?) of the automated system to assist the weeding process. For example, a list of books not circulated in the last two years can be generated by the system.

**Bindery:** Rebinding should be considered as an alternative to discarding a worn or damaged book. In case, notably out-of-print titles, rebinding is the best option.

**Repair:** Minor damage discovered during the weeding process should be put aside for repair. Audiovisual materials are only occasionally repairable and usually must be replaced.

## **Disposal of Weeded Materials**

**Dispose it:** Disposal should be reserved for materials in irreparable condition.

**Sell it:** Still usable materials are given to the Friends of the Library for their book sale. Items which do not sell at the Friend's sale will be disposed of.

**Recycle it:** Donate materials to schools, charitable institutions or other libraries.

## **REPLACEMENT**

It is not the Library's policy to automatically replace all materials withdrawn because of loss, damage or wear. Each case is weighed individually.

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