

CITY OF MOUNTAIN VIEW LIBRARY MATERIALS SELECTION POLICY

POLICY:

The Library affirms and encourages the freedom to read, the enjoyment of lifelong learning, and open access to ideas. The mission of the Library is to make readily available, in the most appropriate formats, the information and materials most wanted by its users.

The Library Board of Trustees endorses the Library Bill of Rights as adopted and amended by the American Library Association on January 23, 1996.

REGULATIONS:

- The Library selects and makes available materials in a variety of formats for the interest, information, and enlightenment of all the people of its community.
- The Library seeks to represent a diversity of expression and points of view in its collection in order to provide people with the foundation for making informed decisions and formulating personal opinions.
- Items are selected for inclusion in the collection based on the following considerations:
 - Proven or potential interest.
 - Availability and cost.
 - The amount of similar material already in the collection.
 - The extent to which the material may be available elsewhere.
 - The suitability of the physical format and the availability of space.

The presence of controversial materials in the collection shall not constitute an endorsement of the ideas contained therein.

- Items are not excluded from the Library because of the race or nationality or social, political, or religious views of the author. Items are not excluded from the collection because they may contain language and illustration offensive to some persons. Works being considered are to be viewed as a whole, not in isolated parts.
- The Library is aware that individuals may question the selection of a specific item and welcomes any expression of opinion by patrons. However, the Library cannot undertake the task of pleasing individuals by removing such items.
- The Library is not responsible for the material chosen and read by minors. Acquisition of adult material shall not be restricted by the possibility that these materials may come into the possession of minors. Professional staff are available to offer suggestions to minors in choosing Library material. The Library shall not be expected to act in loco parentis.
- Books and other materials shall be made easily accessible to the public. Use of certain items may be limited because of susceptibility to loss or damage.
- Gifts of materials to enrich the Library collection are welcome. This selection policy applies to all such materials. The Library Director reserves the right to accept or refuse conditions placed upon gifts of materials by donors. Most gifts are donated to the Friends of the Library.
- The Library encourages individuals to suggest items for purchase at any time. These suggestions shall be reviewed by the appropriate Library staff and Library Director.
- Items may be discarded from the Library if they are physically worn or damaged, surplus to the collection, or no longer relevant to the needs of the community.
- All decisions regarding the selection or withdrawal of materials are made by the Library Director and other professional staff.

Adopted by the Library Board of Trustees: February 22, 1988

Endorsed by the City Council: March 29, 1988

Revised: September 15, 2014

~~LIB/Materials Selection Policy~~

Overview

Using our current Materials Selection Policy as a foundation, revisions have been incorporated from guidance provided by:

- (1) Adult and Children's Materials Selectors
- (2) Guidelines from the ALA Selection Policy Toolkit
- (3) Example policies from surrounding libraries

Summary of Changes

Recommendation (1) Overview of Resources in Collection (under Selection Criteria)

What: Added broad overview about the different resources offered in our collection, with brief description that connects to the Library's Mission, defines scope of that collection

Why:

- Provides more detail but still communicates in broad terms holdings of our collection
- Recommendation from Selectors
- Addresses unique collections that do not follow the same rules of larger collection

Recommendation (2) Section Headings

What: Re-organized the policy into sections that generally align with the guidelines from ALA's Selection Policy Toolkit

In the revision process this:

- (1) helped organize and inventory the current content of the policy
- (2) made it easier to identify sections that needed to be fleshed out

Why:

- Headings give the document more organization, clearly highlighting content contained within, making it more approachable for both public and staff
- Influenced by guidelines from ALA's Selection Policy Toolkit

Recommendation (3) Other Changes:

- Current Mission Statement
- Info about Link+ (identify cooperative resource sharing arrangements) [ALA Guidelines – Why Do I Need a Policy?]
- Responsibility for selecting materials [ALA Guidelines – Responsibility for Selection]
- Brief statement on Friends funds supporting library services [ALA Guidelines – Gifts and Donations]
- Overview of Collection maintenance, additional criteria for withdrawal [Selectors, ALA Guidelines – Collection Maintenance and Weeding]

MATERIALS SELECTION POLICY DRAFT

Library Mission

The library is for everyone; a free resource helping the community connect, create, and learn. To support this mission, the Library affirms and encourages the freedom to read, the enjoyment of lifelong learning, and open access to ideas. The goal of the Library is to make readily available, the information and materials most wanted by its users and to inspire non users to partake of library services.

Objectives

- The Library selects materials appropriate for public libraries in a variety of formats to make them available for the interest, information, and enlightenment of all the people of its community.
- The Library seeks to represent a diversity of expression and points of view in its collection in order to provide people with the foundation for making informed decisions and formulating personal opinions.
- The Library provides access to larger, more specialized collections and topics through a resource sharing called Link+, a cooperative among many California public and academic libraries.

Selection Criteria

The Library Director is responsible for the selection and maintenance of materials and delegates Librarians to serve as selectors for assigned areas of the collection. The selectors choose materials for the collection based on the following guidelines:

- Proven or potential interest.
- Current and accurate subjects and titles.
- Availability and cost.
- The amount of similar material already in the collection.
- The extent to which the material may be available elsewhere.
- The suitability of the physical format and the availability of space.

Formats

The Library purchases materials in a variety of formats, both physical and digital. The inclusion of specific formats is dependent on the needs of the community, the availability of materials, the cost to purchase and maintain, and the status of the format as an industry standard.

Multiple Copies

The Library purchases multiple copies of items that have high anticipated popularity or proven demand. The number of copies purchased depends on the demand for each title.

Fiction

The fiction collection consists of popular materials for recreational reading from numerous

genres, including mystery, science fiction, short stories, and more. This collection also includes titles from classic American and world literature.

Non-Fiction

The non-fiction collection is intended to meet the learning and informational needs of the community. The collection is categorized by subject area using the Dewey Decimal System. Items in this collection are selected to provide people with the foundation for making informed decisions and formulating personal opinions. Due to budget and space restraints, the Library is not able purchase materials that are highly specialized in nature, including textbooks and other scholarly or technical materials.

Foreign Language

The Library purchases foreign language materials to meet the needs of various demographic groups within the community.

History Center

The History Center collection includes books, maps, photograph, manuscripts, audio-visual materials, and other artifacts pertaining to Mountain View's heritage. Due to the unique nature of the History Center collection, these items do not follow the same guidelines for selection and withdrawal. These materials can only be used in the History Center and cannot be removed or checked out.

Friends of the Library Collection

The Friends of the Library collection consists of new print titles and DVDs that are in high demand. Additional copies are purchased using money donated by the Friends of the Mountain View Library. This collection is a browsing collection and cannot be searched through the online catalog or placed on hold. They are available on a first come, first served basis.

Patron Suggestions

The Library encourages individuals to suggest items for purchase at any time. These suggestions shall be reviewed by the appropriate Library staff using the selection criteria in this policy.

Intellectual Freedom and Access to Library Materials

The Library and the Library Board of Trustees endorses the Library Bill of Rights as adopted by the American Library Association as guiding principles for the selection and placement of materials in the library.

The presence of controversial materials in the collection shall not constitute an endorsement of the ideas contained therein.

Items are not excluded from the Library because of the race or nationality or social, political, or religious views of the author. Items are not excluded from the collection because they may contain language and illustration offensive to some persons. Works being considered are to be viewed as a whole, not in isolated parts.

The Library is aware that individuals may question the selection of a specific item and welcomes any expression of opinion by patrons.

The Library is not responsible for the material chosen and read by minors. Acquisition of adult material shall not be restricted by the possibility that these materials may come into the possession of minors. Professional staff are available to offer suggestions to minors in choosing Library material. The Library shall not be expected to act *in loco parentis*.

Gifts and Donations

Gifts of materials to enrich the Library collection are welcome. This selection policy applies to all such materials. The Library reserves the right to accept or refuse material and conditions placed upon gifts of materials by donors. Most gifts are donated to the Friends of the Library and sold at their book sales. Funds raised from these sales are used to support ongoing Library collections and services.

Collection Maintenance

Collection maintenance requires routine attention to assess that the collection is serving the needs of the community. Selection and withdrawal of materials are essential on-going components of collection maintenance. Materials are considered for withdrawal based on criteria that may include: accuracy, currency, usage, space limitations, superseded editions, format, physical condition, number of copies, and relevance to the community. Decisions regarding the selection and withdrawal of materials are made by professional staff.

