



Material Selection Policy

Policy Statement

The purpose of this policy is to provide guidelines for the consistent and orderly selection of materials and to inform the public of the principles used in making selection decisions. The material resources of Watauga Public Library will be collected, preserved, organized and disseminated according to the following principles, policies and criteria:

I. Principles

1. The Watauga Public Library is committed to serving a diverse population without imposing personal preferences of staff in the selection process. Final responsibility and authority for selection rests with the Library Director who will operate within the framework of this policy ensuring that the collection maintains diversity and offers various opinions and viewpoints. Any library staff member who is involved in the selection process will operate under the delegated authority of the Library Director.
2. The Library will attempt to provide books and other materials on the basis of their informational, recreational, cultural and educational value for all members of the community it serves. No item is ever included or excluded merely because of the race, nationality, sexual orientation, gender or political or religious views of the author.
3. The Library holds that the selection of reading materials is a purely individual matter. Citizens are free to reject for themselves materials of which they do not approve, but no one can restrict the freedom of use and access for others.
4. Responsibility for children's reading rests with their parents and/or legal guardians. The Library and its associated authorities do not serve *in loco parentis*.
5. Selection of library books and other library materials will not be inhibited by the possibility that material may inadvertently come into a child's possession.

6. The presence of a book or other material in the Library does not indicate an endorsement of its contents by the Library.
7. The Library cannot take responsibility for ensuring that the intellectual content of materials is verifiable, right, true, or guaranteed to be harmless to members of the community.
8. No person will be denied the right of access to and use of material because of origin, race, age, gender, sexual orientation or religious/political views.
9. The principles of the freedom to read are reaffirmed in the selection and access to all library materials.
10. The Library will support and uphold the principles contained in the American Library Association's Library Bill of Rights, Freedom to Read, and Statement of Professional Ethics and the Texas Library Association's Intellectual Freedom Statement. These documents are a part of this selection policy and are included at the end of this policy.

II. Selection of Materials

1. It is the aim of Watauga Public Library to provide all citizens with a well-balanced collection of materials for interest and information. Materials acquired will meet high standards of quality in content, expression and format. Review sources for materials include but are not limited to:

Library Journal
BookList
Kirkus Reviews
School Library Journal
BookLinks

2. Selection includes both the decision to add materials to the collection and the decision to retain materials already included in the collection.
3. Selection is based on the merits of a work in relation to the needs and interests of the citizens of Watauga. Every effort will

be made within the limitations of budgetary constraints and material availability to provide materials representing all points of view.

4. The Library will avoid unnecessary duplication of materials already included in the existing collection of materials or which are available elsewhere in the community.
5. The Library does not purchase textbooks.
6. Materials may be recommended for purchase by Watauga card holders and must meet the same criteria as any other material as stated in this policy.
7. All acquisitions, whether purchased or donated, will be considered in terms of the following criteria:
 - Contemporary significance or permanent value
 - Accuracy
 - Author's reputation and significance as a writer
 - Relation of work to existing collection
 - Scarcity of information in the subject area
 - Availability of material elsewhere in the area
 - Local interest
 - Reputation of publisher or producer
 - Appearance of title in reputable bibliographies and indexes
 - Potential of item to provide incentive to read
 - Historical value
 - Readability or visual appeal
 - Style
 - Intent or purpose of the author or artist
 - Quality
 - Popular demand

III. Policy by Format

1. Audio-Visual Materials – Audio-Visual materials including Books on CD, Music CDs, and DVDs will be selected using the same criteria as for books. The decision to provide a specific format, or eliminate one, is based upon technological trends and needs of the Library community.
2. Periodicals - Periodicals will be selected that supplement the book collection, provide recreational reading, and provide the staff with sources of professional reading and book selection aids. The same criteria used to select books will be used to select periodicals with emphasis on community need, interest and current events.
3. Newspapers - Newspapers will be selected that provide a source of current news coverage, provide a source of recreational reading, meet community need, and provide a source of information on local history.
4. Electronic Resources - Electronic sources include, but are not limited to CD-ROM, downloadable media and online databases. Electronic sources will be selected using the same criteria as for books. In addition, electronic sources will be judged on:
 - Suitability of the content and search capabilities for the library's users
 - Frequency of updating
 - Time span covered by an index
 - Compatibility with equipment already owned by the library
 - System requirements
 - Reliability and support services offered by the vendor
 - Existence of licensing restrictions
 - Purchase and on-going maintenance costs
 - Level of instruction required for efficient and effective use by library's users
5. Equipment - Equipment is purchased by the Library for special

use, for Library programming and for Library staff use. The following criteria will be used to purchase equipment:

- Quality of workmanship
- Ease of operation
- Durability
- Ease of maintenance and repair
- Manufacturer's reputation
- Portability
- Approval of City IT department

IV. Gift and Memorial Policy

The selection of gifts shall be governed by the same principles and criteria used to select materials purchased for the Library. Gifts will be accepted on behalf of the Friends of Watauga Library that are determined to meet the purposes and needs of the Library in accordance with the Library's stated selection policy. The Library will not estimate the value of the material donated.

The use or disposition of all gift materials shall be at the discretion of the Library Director and his/her delegates. They will make the final decision on the acceptance, use or disposition of the gift.

The Library retains unconditional ownership of the gift. Conditions cannot be imposed on any gift after it has been accepted by the Library. The Library reserves the right to decide how the material will be displayed, housed and made accessible.

The Library will not accept on loan or deposit any books or other materials which are not gifts, except those which are intended for limited display.

The Friends of Watauga Public Library accept donations of money on behalf of the Library for the purchase of new books and other materials in memory of a relative or friend. Name plates will be provided by the Library and an acknowledgment letter will be sent to the donor.

V. Patron Complaint Policy

No one has the right to compel the Library to include or exclude specific material from the Library's collection, but the Library and the City of Watauga may consider reasonable complaints of Library users. It is the policy of the Watauga Public Library to treat all complaints concerning materials fairly, objectively and in a uniform manner. A Library user may request reconsideration of library material already added to the collection by completing the proper form provided by the Library. No complaint that specific material should be added to the Library's collection will be considered. No complaint may be considered if the objective pertains to a specific item contained within a collection available to the Library by paid subscription and digital content in library collections available through electronic means such as Cloud Resources.

The Library Director and two staff members will independently review and evaluate the material and a decision should be made within thirty days. The complainant will be informed of that decision, along with the reasons for it, within 30 days.

If the complainant is dissatisfied with Library Staff's decision, an appeals process will include first the Library Board and then, if necessary, the Watauga City Council. The opportunity to pursue an appeal is the responsibility of the complainant who must request each appeal in writing within less than twenty days of the decision. The Board's and the City Council's decision will be based on the material's educational, literary, artistic, political, or scientific value and contemporary community standards. Nevertheless, in all cases the Council's decision will be final and binding. The Library and the City have sole discretion and reserve final authority over the content of the Library's materials and collections.

VI. Weeding Policy

Materials which no longer meet the stated objectives of the Library will be withdrawn using accepted professional practices at the discretion of the Library Director and in accordance with all relevant provisions of the Library's governing body. During any weeding process staff will ensure that the collection still maintains diversity

and represents various viewpoints on issues of general and common concern.

Materials which will be considered for removal from the collection include:

- Items that are physically worn out or damaged
- Materials that contain obsolete information
- Editions which have been superseded
- Duplicate copies of titles which are no longer popular
- Materials that are no longer of interest to the community as evidenced by lack of checkout within a specified time period

Materials withdrawn from the Library's collection shall be forwarded to the Friends of the Watauga Library for disposition through book sales. Materials too badly damaged to be sold may be discarded by the Library Director and assigned staff.

The Friends of the Watauga Library maintain an ongoing "Book Nook" sale room to raise funds for the Library. In addition to the materials withdrawn from the Library collection, these book sales include gift materials accepted on behalf of the Friends that are not added to the Library's collection (See Section IV). Items that have been donated/discarded may be given to area organizations with permission of the director.

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