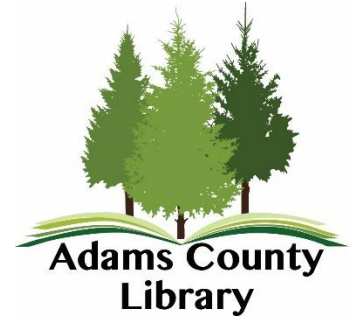


# Adams County Library

## Materials Selection Policy



### I. OBJECTIVES OF THE LIBRARY

The aim of the Adams County Library is to provide service to all people in the community. This encompasses individuals and groups of every age, sex, education, philosophy, occupation, economic level, ethnic origin, and human condition. Fulfilling the educational, informational, and recreational needs of these people is the library's broad purpose. More specifically, the library helps people to know more about themselves and their world; keep up with change; educate themselves; become better members of their families and communities; become socially and politically active and aware; be more capable in their occupations; develop their intellectual and creative abilities; appreciate and enjoy literature and art; and stimulate their own personal and social well-being. All materials are selected with these objectives in mind.

### II. RESPONSIBILITY FOR MATERIALS SELECTION

Final responsibility for selection rests with the Library Director. However, the Director may delegate responsibility to staff. Library materials selected by any staff shall be deemed to have been selected by the Library Board.

### III. INTELLECTUAL FREEDOM

The "Library Bill of Rights" and the "Freedom to Read" statement of the American Library Association are the foundations of this Materials Selection Policy.

Citizens may request a review of any item in the collection. This request must be submitted in writing to the Adams County Library Board, using the Request for Consideration Form (available online or at the Circulation Desk). The Board and Director will review the request and reply in writing regarding the request.

### IV. POLICIES FOR SPECIFIC CLIENTELE

- A. Adult collections are chosen for people 16 years and older. Selection must be as broad in scope as the interests of the community. The collection should also reflect a wide range of reading ability.
- B. The young adult collections are chosen for patrons about 12 to 18 years old. Emphasis will be on popular browsing materials rather than school curriculum-based materials. Materials selected will reflect teenagers' special emotional, recreational, and informational needs.
- C. The children's collection will provide materials for children from pre-school through, roughly, age 14. The objective is to satisfy the recreational, informational, and cultural needs of a diverse population and age group.
- D. All patrons will have free access to all parts of the collection.

## **V. GENERAL CRITERIA FOR SELECTION**

To build a collection 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:

- Suitability of physical form for library use
- Insight into human and social conditions
- Suitability of subject and style for intended audience
- Present and potential relevance to community needs
- Appropriateness and effectiveness of medium to content
- Importance as a document of the times
- Relation to existing collections and other materials on the subject
- Reputation and/or significance of author
- Attention of critics, reviewers, and public
- Reasonable price

Items having high demand may not meet the general and specific guidelines of this policy. However, demand is a valid factor in selection.

The collection must contain the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. The public library does not promote or endorse particular views or beliefs. However, it does provide resources where individuals can examine issues freely and make informed decisions.

The selection of library materials is based on the individual's right to read and freedom from censorship. Many materials are controversial, and any item may offend some person. Selection will not be made on the basis of any anticipated approval or disapproval. Rather, items will be selected for their merit and in relation to the collection and the community. Anyone is free to reject, for himself, materials of which he does not approve, but he cannot be allowed to restrict the freedom of others.

Responsibility for the reading of minors rests with parents and guardians. Selection of adult materials will not be limited by the possibility that materials may be examined or borrowed by minors.

## **VI. WEEDING**

The library maintains an active weeding policy based on the elimination of unnecessary items, outdated material, and books no longer of interest or in demand, duplicates, and worn or damaged copies. Frequency of circulation, community interests, and the availability of more valid materials are of prime consideration. Books weeded from the collection will usually be available for sale.

## **VII. RELATIONSHIP TO SOUTH CENTRAL LIBRARY SYSTEM**

Through its membership in the South Central Library System, Adams County Library has access to a wide range of resources through inter-library loan. Through the "LINK" catalog the library is able to ascertain the holdings of specific libraries. This information is helpful in making purchasing decisions. However, the responsibility for local collection development rests with the Adams County Library Board, not the South Central Library System.

## **VIII. GIFTS**

Gifts for the library collection may consist of materials or funds for the purchase of materials. Funds may be given for acquiring materials recommended by library staff or for the purchase of specific items suggested by the donor. The library encourages gifts not earmarked for specific items that allow greater flexibility in collection development. Gift additions must meet the same criteria as purchased materials.

Gifts are accepted subject to the following limitations:

- A. The library retains unconditional ownership.
- B. The library makes the final decision on its own use or other disposition of the gift.
- C. The library reserves the right to decide the conditions of display, housing, and access to the materials.

The library will not appraise gifts for the purpose of income tax deductions. Such appraisals are the responsibility of the donor.

*Policy amended 04/21/2025*