

CITY OF EL CENTRO

POLICY STATEMENT

Policy Statement No: 606
Category: General
Subject: Material Selection Policy

Adopted: July 18, 2023
Revised:
Distribution: Library, City Attorney

I Purpose

The purpose of this policy is to (1) establish criteria and procedures for acquiring and retaining materials available to the public in the El Centro Public Library; and (2) establish a procedure for patrons to express their concerns about library materials. This policy will be reviewed from time to time and may be amended.

II Policy

Each year, a tremendous number of books, audio-visual materials, and resources in digital format are published. It is the responsibility of the Library Director, or designee, to select those items that best serve the informational, educational, and entertainment needs and interests of Library users. The Library Director, in consultation with Library staff, oversees the selection, acquisition, and maintenance of the Library collection according to the guidelines contained in this policy. This policy includes the acquisition of materials by purchase as well as through donation to the Library, and the process by which obsolete, worn, and damaged materials are removed from the collection.

III Procedures

Criteria for Selection of Materials

1. The El Centro Public Library has an inclusive approach to selection and affirms the public's right to choose and read with the freedom essential to a democracy. The Library provides materials presenting various points of view concerning the problems and issues of our times. Material dealing with controversial views or subjects is judged on the basis of the entire work and not on isolated passages or sections. Matters such as the race or nationality, or the political, social, or religious views of the author are not factors affecting the evaluation of material. The following criteria are used to evaluate the appropriateness of materials added to the Library collection:
 - a) Existence of authoritative, published reviews

- b) Factual accuracy of information
- c) Merit, awards, or critical acclaim
- d) Reputation of the author or publisher
- e) Quality of treatment of subject matter
- f) Timeliness or permanent value
- g) Social significance
- h) Readability or literary style
- i) Extent to which the subject matter is already represented in the Library collection
- j) Popular interest or demand
- k) Physical durability, attractiveness, and other format characteristics
- l) Cost

When selecting materials for inclusion in the collection, the Library also considers the availability of materials and resources in other libraries.

Persons Responsible for Material Selection Decisions

2. The Library Director has the prerogative to delegate to Library staff the responsibility of selection and maintenance of Library materials. Notwithstanding, the Library Director is responsible for all purchase decisions. Purchase suggestions from patrons shall be considered by the Library Director and the appropriate materials selector.

Access to Library Materials

3. Materials held by the El Centro Public Library will be available to all members of the public, regardless of age or any other factor. It is the responsibility of a parent or guardian to screen materials for their children or wards.

Public Comment Regarding the Library Collection

4. Patron comments about the collection should be submitted in writing using the appropriate form provided by the El Centro Public Library. This form will be forwarded to the Library Director for review and response.

Weeding and Disposal of Library Materials

5. An ongoing process of weeding obsolete, unused, or damaged materials is essential to maintaining a collection responsive to the needs of Library patrons. Library staff will remove such weeded materials from the Library collection with the prior permission of the Library Director. The following materials (also called resources) will be considered for weeding:
 - a) Materials that have been superseded by a new edition (almanacs, statistics, etc.) unless the earlier edition is still useful as a circulating item
 - b) Bibliographies and reading guides listing books that are dated or obsolete
 - c) Books or resources with outmoded or inaccurate illustrations or graphics
 - d) Highly specialized books or resources with no potential readership
 - e) Unneeded duplicates
 - f) Books or resources that have not been looked at, requested or checked out in a reasonable period of time for that type of material.
 - g) Worn or damaged items

Weeded items that are too worn or damaged to be usable or desirable to library patrons or other departments within the City will be disposed of pursuant to the surplus property provisions of City Code Section 2-182.

Adding Donated Materials to the Library Collection

6. The El Centro Public Library accepts gifts of library materials that are in usable condition. The Library reserves the right to determine whether the donated items will be added to the collection; determinations are made based on same selection criteria used for purchase of materials.

Materials Comment or Challenge Form

El Centro Public Library

Name _____ Date _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Is this challenge made on behalf of _____ yourself or _____ organization?

1. Resource on which you are commenting:

_____ Book _____ Textbook _____ Video _____ Display _____ Magazine _____ Library
Program _____ Audio Recording _____ Newspaper _____ Electronic information/network
(please specify) _____ Other _____
Title _____
Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Is there an alternative resource(s) you suggest to provide additional information and/or other viewpoints on the same topic?