

BRUNSWICK COUNTY LIBRARY MATERIALS SELECTION POLICY

I. PURPOSE OF THE COLLECTION

The purpose of this Library's collection is to aid all residents of Brunswick County in their pursuit of information, education, and recreation by providing a collection of professionally selected materials on a variety of subjects in print and other media; organizing and preserving those materials; making them freely and easily available to residents and taxpayers; offering guidance in their use; and serving the community as a reliable reference source.

II. RESPONSIBILITY FOR MATERIALS SELECTION

Responsibility for materials selection rests ultimately with the Library Director who operates within the budget and the policies determined by County Government, the Library Board, and state and local standards. It is the responsibility of all staff members to report patrons' requests and needs, and to suggest titles and subjects for consideration. Professional reviews and lists of standard works are consulted as an aid in selection. Suggestions from patrons evaluated by the staff based on the library's criteria for selection.

As a public agency, the Library will attempt to anticipate and meet reasonable community needs within the limitations of budget, space, and availability.

III. CRITERIA FOR SELECTION

In choosing materials to meet the needs of the community, a conscientious effort is made to judge items on the following qualities:

- Community needs and interests
- Importance of subject matter to the collection
- Contemporary significance and permanent value
- Accuracy, objectivity and timeliness of information and data
- Need for additional or duplicate materials
- Price, format, ease of use

- 34 • Commercial availability
- 35 • Popular demand and its nature
- 36 • Potential local use
- 37 • Style (clarity, readability and manner of presentation)
- 38 • Comparison with titles in the existing collection and other materials
- 39 available
- 40 • Availability of specialized materials through interlibrary loan and nearby
- 41 libraries
- 42 • Evaluation by critical reviewers
- 43 • Literary value (local writers' works may be considered with more leniency
- 44 than those of some other writers)
- 45 • In the case of controversial topics, the Library Director may defer to the
- 46 vote of the Brunswick County Library Board of Trustees before purchase
- 47 decision upon Trustees' vote at their next scheduled meeting.
- 48 • Appearance of title in special index or bibliography ("classics")
- 49 • Common sense

50 IV. TEXTBOOKS

51 Providing textbooks and curriculum materials is generally the responsibility of
52 schools. Textbooks are purchased for this collection only if they supply the best or
53 only information about a subject.

54 V. CHILDREN'S MATERIALS

55 The stated principles are applicable to children's materials. The juvenile collection
56 is carefully chosen with emphasis on books, periodicals, and other materials
57 which stimulate imagination, assist in the development of skills and abilities, and
58 provide sound information and understanding of the world. Materials about the
59 processes of human physical development and reproduction are carefully
60 selected according to scientific accuracy, dignity, and simplicity of presentation.
61 Books about religions, races, and countries are chosen for their accuracy and
62 objectivity.

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64 Materials of considerable literary merit, and titles recognized as children's classics
65 are included in the collection, even though they may contain words or phrases
66 that are unacceptable today. The Library Director has discretion to defer to the
67 Brunswick County Library Board of Trustees should any need for consultation
68 arise. The Trustees' final vote will stand as the final decision.

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70 The Library cooperates with schools so that the two agencies can complement
71 each other. The major function of a school library is to furnish curriculum-related
72 materials for the student body. The public library can provide a more
73 comprehensive collection.
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75 VI. GIFTS AND MEMORIALS

76 Gifts of money are always welcome. Donations of books and other materials are
77 accepted with the understanding that the Library Director and Board of Trustees
78 will determine their disposition according to these collection standards.
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80 A receipt showing the number of items donated may be given to the donor, but it
81 is illegal for the library staff to evaluate used materials for tax purposes.
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83 An individual or organization wishing to give a memorial or honor gift should
84 contact the library. A specific title or subject may be requested. A check payable
85 to the Brunswick County Library must be received before the memorial can be
86 ordered. An acknowledgement card can be sent to the designated family and the
87 book will be marked with a memorial book plate(s).
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89 Used materials are generally not accepted as memorials. The Library does not
90 collect "rare" materials.

91 VII. CENSORSHIP AND THE USE OF LIBRARY MATERIALS

92 Responsibility for children's reading and other use of library materials rests with
93 parents or legal guardians. The selection of materials for the adult collection is not
94 to be restricted by the possibility that children may obtain materials their parents
95 consider inappropriate.
96

97 The Library recognizes that many ideas are controversial and that any given item
98 may offend someone. Library materials will not be marked or identified to show
99 approval or disapproval of the contents. If a library patron requests the Library to
100 review a book's removal from its collection, the library staff will request that the
101 patron fill out the REQUEST FOR CONSIDERATION form, which will then be
102 forwarded to the Chair of the Brunswick County Board of Trustees for a rendered
103 decision at their next meeting. The patron will receive a written response to their
104 concern.

105
106 Materials in some fields are more subject to theft and mutilation than others. If
107 an item is essential to a well-rounded collection, it may be protected by non-
108 circulating status or closed stacks. In the case of some individual titles that are
109 generally available in bookstores, but which are regularly stolen or "lost," the
110 decision may be made not to replace them.

111
112 The use of expensive items or scholarly items of great value and use of expensive
113 equipment may be controlled to the extent required to preserve them from
114 damage or loss.

115 VIII. ACQUISITION OF MATERIALS

116 Library materials are acquired from distributors, from publishers and area
117 merchants, and occasionally from authors. Consideration is always given to
118 discounts, cost and availability of processing, and speed of delivery. Materials are
119 not generally purchased from private individuals.

120 The Library cannot order materials for patrons to purchase. The staff can provide
121 names and addresses and websites of publishers, bookstores, and used book
122 dealers.

123 IX. LOCAL HISTORY

124 The Library collects for public use materials which relate to the history and
125 development of Brunswick County. The collection is not limited to any one
126 format, but the Library cannot accept artifacts. The collection also includes
127 biographies and histories of North Carolina, and genealogical materials of interest
128 in this area. These materials are general expensive and/or irreplaceable, and so
129 are considered non-circulating reference materials. Duplicate circulating copies of
130 some materials may be available.

131 X. MAINTENANCE OF THE COLLECTION

132 "Weeding" is materials selection in reverse and is governed by selection
133 principles. Factors for consideration when discarding materials include physical
134 condition, age (dated or obsolete information), subject matter, current interest
135 and popularity, multiple copies, availability of new editions, and historical value.
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137 Revised and adopted by the Brunswick County Library Board, October 6, 1986,
138 Reviewed by the Board's Policy Committee, September 30, 1992, Reviewed by the
139 Library Board, January 28, 2002. Reviewed by the Library Board, xxxx, 2022.