

# BRUNSWICK COUNTY LIBRARY MATERIALS SELECTION POLICY

The Brunswick County Library fully subscribes to the selection principles contained in the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

## 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 tax payers; offering guidance in their use; and serving the community as a reliable reference source.

The Library recognizes that people read for recreation, information, education, and inspiration; no one of these motives is the exclusive concern of the Library.

## 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 are always welcome and are given serious consideration.

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;
- \* Authority of authors, editors and publishers;
- \* Need for additional or duplicate materials;
- \* Price, format, ease of use;
- \* Commercial availability;
- \* Popular demand;
- \* Availability of specialized materials through interlibrary loan and nearby libraries;
- \* Evaluation by critical reviewers;
- \* Literary value (local writers' works may be considered with more leniency than those of some other writers);
- \* In the case of controversial topics, an effort will be made to acquire materials representing all sides;
- \* Appearance of title in special index or bibliography ("classics");
- \* Common sense.

### IV. TEXT BOOKS

Providing text books and curriculum materials is generally held to be the responsibility of schools. Text books are purchased for this collection only if they supply the best or only information about a subject.

## V. CHILDREN'S MATERIALS

The stated principles are applicable to children's materials. The juvenile collection is carefully chosen, with emphasis on books, periodicals, and other materials which stimulate imagination, help in the development of skills and abilities, and provide sound information and understanding of the world. Materials about the processes of human physical development and reproduction are carefully selected according to scientific accuracy, dignity, and simplicity of presentation.

Books about religions, races, and countries are chosen for their accuracy and objectivity.

Materials of considerable literary merit, and titles recognized as children's classics are included in the collection, even though they may contain words or phrases that are unacceptable today.

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

## VI. GIFTS AND MEMORIALS

Gifts of money are always welcome. Donations of books and other materials are accepted with the understanding that the library staff will determine their disposition according to these collection standards.

A receipt showing the number of items donated may be given to the donor, but it is illegal for the library staff to evaluate used materials for tax purposes.

An individual or organization wishing to give a memorial or honor gift should contact the library. A specific title or subject may be requested. A check payable to the Brunswick County Library must be received before the memorial can be ordered. An acknowledgement card can be sent to the designated family; and the book marked with a memorial plate.

Used materials are generally not accepted as memorials.

The Library does not collect "rare" materials.

## VII. CENSORSHIP AND THE USE OF LIBRARY MATERIALS

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

The Library recognizes that many ideas are controversial and that any given item may offend someone. Library materials will not be marked or identified to show approval or disapproval of the contents. No cataloged item, selected according to the stated criteria, will be withdrawn from the shelf except for the expressed purpose of protecting it from injury or theft.

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

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

## VIII. ACQUISITION OF MATERIALS

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

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

## IX. LOCAL HISTORY

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

## X. MAINTENANCE OF THE COLLECTION

"Weeding" is materials selection in reverse, and is governed by selection principles. Factors for consideration when discarding materials include physical condition, age, subject matter, current interest and popularity, multiple copies, availability of new editions, and historical value.

Revised and adopted by the Brunswick County Library Board, October 6, 1986

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