

1 GENERAL SELECTION GUIDELINES

2 Requests and suggestions from the public are welcome and are given serious
3 consideration.

4 The Library attempts to maintain a balanced and varied collection covering a
5 variety of local interests, tastes, purposes, and reading levels to fill the
6 informational, recreational, and educational needs of the community.

7 The Library does not attempt to furnish textbooks or workbooks required for
8 classroom use.

9 Among the criteria used in selection are:

- 10 • Accuracy, quality, and appropriateness of materials
- 11 • Potential user demand and need
- 12 • Literary and artistic merit
- 13 • Favorable reviews from reliable sources
- 14 • A need to enrich the area of information

15 Objections to library materials must be submitted in writing giving detailed
16 reasons and signed, using the REQUEST FOR CONSIDERATION form, which will be
17 immediately forwarded to the Chair, Brunswick County Library Board of Trustees.
18 A review and vote will be taken at the Trustees' next scheduled meeting; this vote
19 shall determine the outcome of the library materials in question.

20 Parents or guardians are responsible for determining the suitability of materials
21 used by their minor children.

22 Large print books, audiobooks, and eBooks are purchased largely on availability
23 through the Library's vendors, popularity of the authors and continuing series in
24 this service area, and reviews of the titles when originally published. Because
25 these formats are more expensive than "regular" books, the cost and size of
26 materials budget must be considered.

27 Mass market paperbacks are not usually purchased. Donations are not cataloged
28 but are available for checkout if in good condition. Romances, westerns,
29 mysteries, historical novels, etc. are among the popular paperback genres.

30 Trade paperbacks are occasionally purchased when the hard-bound copy of a
31 needed title is not available.

32 Books obviously written for sensational or pornographic purposes will not be
33 purchased, but the Library does reserve the right to exclude books because of
34 vulgar language, sex, or violence.

35 The Library attempts to maintain a collection that is physically clean and
36 attractive. Worn or damaged copies are replaced, when possible, if patron and
37 budget warrants.

38 Leased Books are usually in high-demand, best-selling fiction titles, and are
39 temporary additions to the collection. They are generally selected solely on
40 popularity and patron demand. Multiple copies may be leased until requests are
41 filled.

42 NOTES ON BOOK SELECTION

- 43 1. ACCURACY --- Current information? History? Footnotes, index, and
44 bibliography? Reviewed in standard publications?
- 45 2. NEED --- Does the Library's collection need this information? Is it available
46 elsewhere and easily obtained? Are there already enough copies in the
47 collection? Can we use another copy as a replacement for a worn-out
48 one?
- 49 3. DEMAND --- On the best seller list? How many patrons have requested? Is
50 it available through interlibrary loan for just one reader? Is it of lasting
51 value or a passing fad?
- 52 4. FORMAT --- Is the binding suitable for circulation (loose-leaf, spiral-bound,
53 metal covers, pop-up pages, materials in envelopes or folders will not
54 hold up for circulation)? Is it new and well-bound, or old and crumbly?
55 What is the quality of the paper? Size of print?
- 56 5. COST --- Does it fit into this year's materials budget? Will someone donate
57 it? Can we put it on a wish list for a memorial?
- 58 6. AVAILABILITY --- Already collected and easily available at another library?

59

60 GUIDELINES FOR PURCHASING MATERIALS

61 The Library purchases books and audio-visual materials from standard library
62 vendors and bookstores. The Library does not have access to cash, check or credit
63 card, and purchases only from companies that will accept a purchase order or
64 invoice to the Library.

65 The Library cannot purchase items from individuals, authors, or small publishing
66 houses.

67 Unsolicited materials are not necessarily cataloged and are treated as donations.
68 Under special circumstances, the Library may acquire self-published titles for the
69 collection:

- 70 • Brunswick County history or current events Community interest and
71 demand
- 72 • Positive reviews
- 73 • Appropriate binding/format for collection
- 74 • Availability through Library purchasing procedures

75 GUIDELINES FOR DONATIONS

76 The Library welcomes unrestricted donations of new and used books, audio and
77 video materials, and magazines. The Library cannot accept any item that is not an
78 outright gift. Once donated, the items become the property of the Library. Items
79 are donated with the understanding that they will be used at the discretion of the
80 Library Director and Staff according to library standards and needs. Items may be
81 used at any of the branches, cataloged or not; given to other agencies; or sold by
82 the Friends of the Library to benefit library activities.

83 Old encyclopedias, textbooks, and condensed books are not accepted.

84 The Library does not collect "rare" books.

85 The Library cannot provide space for shelving or storing donated private
86 collections.

87 GUIDELINES FOR Audio-Visual MATERIALS

- 88 • Patron demand

- 89 • Local significance and interest
- 90 • Appropriateness for collection/community
- 91 • Availability of items
- 92 • Cost/Budget
- 93 • Quality of production
- 94 • Reader of audio books
- 95 • Packaging
- 96 • Reviews