

Materials Selection

Policy #6

A materials selection plan –as set forth here, and which includes materials selection and retention criteria –aids library staff in selecting, acquiring, and maintaining, within a limited budget, a well-rounded collection of materials that contribute to the informational, recreational, and cultural enrichment of our diverse community and to provide a foundation to achieve the results directed by Library District board policies. A materials selection plan also informs the public about the principles and processes upon which material selections and de-selections are made.

The Jefferson County Library District Board and Director abide by the [American Library Association's Freedom to Read Statement](#) and the [American Library Association Freedom to View statement](#). Items selected under the Materials Selection Policy are considered protected under the First Amendment of the United States Constitution.

One function of the Jefferson County Library is to obtain, organize, and make conveniently available to Jefferson County residents' educational, informational, and recreational materials in various formats. All collections are reviewed and revised on an ongoing basis to further the mission and results policies of the Library and to meet current and future community needs. Library materials may supplement the educational interests of those found in school and academic libraries, but will not replace them.

1. **Intellectual Freedom** – The Library District Board and Library Director believe that the right to freely access information is an important part of the intellectual freedom that is basic to democracy, and subscribe to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (Appendices A, B & C) as adopted by the American Library Association. The Library strives to present materials in a neutral, unbiased manner. The selection and retention decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the anticipated or future needs of a diverse community. The inclusion of a title in the Library collection is not an endorsement of the content or a particular point of view.
2. **Responsibility for Selection** – Ultimate responsibility for materials selection rests with the Library Director, who administers procedures designed to achieve the results directed by the Library Board's policies. The Library Director may delegate authority to interpret and guide this policy's application in making decisions relevant to managing the collections.
3. **Methods of Materials Selection** – The materials selection policy consists of general guidelines that must be used in conjunction with a Librarian's knowledge and experience with library materials and the community served. The following methods and criteria should be used closely to maintain broad, current, and popular collections. They apply, in general, to the entire library collection.
4. **Criteria** – Each type of material and format will be considered in terms of its merit and intended audience. Individual items shall be judged as whole works and not solely based on random or selected parts. All selections, whether purchases, monetary donations, or physical gifts, must meet applicable criteria from the following:
 - a. Relationship to interests of the community.
 - b. Lasting value.
 - c. Vitality and originality of thought.

- d. Contemporary significance.
 - e. Artistic excellence.
 - f. Entertaining presentation.
 - g. Accuracy and objectivity.
 - h. Suitability and currency of format for library use.
 - i. Relationship to existing library materials to maintain balanced collections.
 - j. Value for the expenditure.
 - k. Availability of space.
5. **Reviews and Selection Tools** – Librarians use their professional judgment and experience in applying selection criteria to all materials and formats. Reviews in recognized publications are a primary source for materials selection decisions. These include reviews in professional library journals or in periodicals that specialize in a particular subject or medium. Standard bibliographies, lists of recommendations by recognized authorities, and competent people's advice in specific subject areas may be used. Additional sources for materials selection can include peer libraries, local bookstores, newspapers, and magazines, digital advertisements, social media platforms, or advertisements in publishers' catalogs.
6. **Requests** – Requests from customers for specific titles or subject matter will be considered. Those titles that sufficiently meet applicable criteria as outlined in *Reviews and Selection Tools* will be purchased.
7. **Specialized Materials** – Materials of limited community interest will not ordinarily be purchased. The Library is a popular lending library and is not intended to have archival purposes. Except for the Oregon Collection, or unique genealogy materials, it generally does not retain special collections materials. Materials that fall outside the scope of Section 4(h) *suitability and currency of format for library use* will not be purchased. Referral to other organizations, library collections, and interlibrary loans will be used to supply these materials. Materials or information for specialists are generally not provided and will only be purchased on a select basis. The Library avoids unnecessary duplication in subject areas that are the special prerogative of other community organizations. Textbooks, study outlines, synopses of books, and abridged books are not purchased unless under exceptional circumstances.
- a. Oregon Collection
 - i. Nonfiction books about Jefferson County and the State of Oregon are housed in a separate collection. These materials are selected and retained under the following criteria:
 - ii. The Library attempts to be as inclusive as possible in obtaining books about the history, economic, social, and cultural life of Jefferson County.
 - iii. The Library does not attempt to be inclusive in its collection of materials on the State of Oregon.
 - iv. The Library does not collect letters, papers, documents, photos, or other primary resources.
 - b. Genealogical Materials
 - i. The District purchases a limited amount of specialized genealogical materials, and access to these materials is available upon request.
8. **Replacement and Maintenance** – Collections are broad, current, and popular, not archival nor comprehensive. All collections are reviewed and revised on an ongoing basis to meet current and future

community needs. Materials are withdrawn from the collection to maintain usefulness, currency, and relevance. The evaluation criteria for de-selection are based on, but are not limited to, the number of checkouts, duplication, relevancy, currency, condition, community interest, and format usability.

9. **Access** – The Library assures unrestricted access to its collections for all residents. Adults and children are free to select or reject for themselves any item in the collection. Parents or legal guardians are responsible for guiding and directing the reading, viewing, and listening of their minor children. The Library does not take the place of the parent or guardian. Individual or group prejudice about a particular item, subject, or type of material in the collection may not preclude its use by others. Access to individual titles is not restricted except for the express purpose of protecting rare or irreplaceable items from damage or theft.

10. Specific Practice in Selected Formats

- a. *Discs*. The selection of disc formats includes audio and visual disc materials. Selection criteria for disc formats include, but are not limited to, award winners, alternative access to content, production quality, series maintenance, digital availability, and durability. Considerations also include library building space and budget constraints and will be at the discretion of the Librarian based on criteria listed above. Disc formats specifically produced for instructional use in a classroom or program are not purchased unless necessary for a library event or program.
- b. *Electronic Resources*. The selection of electronic resources, including digital content and media, learning platforms, databases, and other digital services, shall follow the criteria referenced above. Access to these resources will be provided when availability is consistent with current technological and budgetary constraints. Other criteria include search interface, ease of connection, system compatibility, frequency of updates, user license terms, and adherence to current privacy and online accessibility standards. Public Internet access is not part of this policy and is covered in *Policy 10, Computer and Internet Use*. Selection criteria for non-traditional library collections may fall outside the scope of the collection criteria. They will be purchased under the staff's professional discretion to support the library mission by supporting library customers' cultural, informational, educational, and recreational needs. Additional selection criteria may include but are not limited to size, affordability, durability, space considerations, consumable, and replacement costs. Not all library materials may be suitable for all ages, and responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the Library.

11. Request for Withdrawal or Addition of Material

Customer objections to any library material are addressed using the process explained in the separate policy, *Reconsideration of Library Materials*.

12. Oregon Resources Collection Development Plan

Local and Archival Materials

To preserve the area's unique history and meet the needs of local researchers, the library collects materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available for checkout. Items in this collection include the following:

- Histories for areas of Oregon, with special emphasis on Jefferson County and surrounding areas;

- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Jefferson County and Central Oregon;
- Materials that contribute to a better understanding of the area's geography, demographics, and architecture.
- Materials that record and provide context for understanding the lives of historically significant figures associated with Jefferson County.
- Materials that record the social and cultural heritage of past and present ethnic, immigrant, and religious groups in the community;
- Personal manuscripts and other materials that record the history, experiences, and ancestry of Jefferson County individuals and families;
- Newspapers within Jefferson County;
- Directories covering Jefferson County;
- Yearbooks for schools within Jefferson County;
- Historical works on Oregon generally;
- Travel guides and resources with historic value that cover Jefferson County or Central Oregon;
- Documents from governmental entities operating within Jefferson County or Central Oregon with historical value for library patrons;
- Works in areas useful for genealogical research specific to Jefferson County and Central Oregon;
- Rare and unusual fiction with historical value for Jefferson County patrons.

As a rule, the library limits selection to documents pertaining to the local area. Photographs, memorabilia, and other artifacts are collected by the Jefferson County Historical Society.