



Materials Selection Policy

The Library Director is responsible for the selection of library materials and may authorize other professional staff to execute this policy in developing the library collection.

Criteria for Selection

Judgments of professional staff, qualified reviewers and experts in specific areas provide a balance of opinion as the basis for selection. Criteria include:

- Accuracy
- Authority and competence in presentation
- Availability of information elsewhere
- Contemporary significance
- Format
- Interest to the community
- Uniqueness of subject or approach
- Popular demand
- Price
- Recommendations from the community
- Relation to existing collection
- Reputation of authors, publishers or producers

Withdrawal from Collection

Materials are regularly discarded from the library's collection. Factors considered for removal of items are popularity, physical condition, space limitations, uniqueness of materials and the ability to obtain the same information elsewhere. Withdrawn materials in good condition may be made available for sale in the library.

Donations to the Library

The Library appreciates the community's willingness to donate materials, however, due to space limitations and staff time, donations will only be accepted after evaluation by the director or staff member.

- Adopted: May 13, 1987 – as Book Selection Policy
- Revised: July 11, 1989 – with Periodicals Addendum
- Revised: March 19, 2014 – as Materials Selection Policy