

Teton County Library
Materials Selection Policy
Adopted June 23, 2011

I. Purpose of a Selection Policy

The purpose of the Teton County Library Materials Selection Policy is to guide the library staff in the selection of materials and to inform the public about the principles upon which selections are based.

II. Materials Selection – Mission

Teton County Library obtains, organizes and provides access to recreational, educational and informational materials for the community. The library maintains an up-to-date collection of representative works in all fields of knowledge. The collection contains works of permanent value, timely materials on current issues and items that are in popular demand.

The library selects materials to meet the needs of the general public, businesses, professionals, and government and community organizations. Though it is not the function of a public library to assume the services of school libraries; the library works cooperatively with all the public and private schools of the county in providing complementary library services for children to the community.

The Teton County Library endorses the concepts set forth in the Library Bill of Rights and the American Library Association Freedom to Read Statement.

III. Responsibility For Selection

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of policies determined by the Library Board. Library Assistants and Librarians who are qualified by reason of education, training, or experience share this responsibility.

The Collection Development Supervisor delegates collection responsibilities, oversees collection processes and ensures that selectors' choices reflect the Materials Selection Policy. The Collection Development Supervisor makes appropriate selection tools available and manages selectors' spending and selection decisions to ensure a balanced, relevant collection and a flow of new materials throughout the year.

IV. Principles of Materials Selection

Library materials are chosen for values of interest, education and enlightenment of all the people of the community. Materials are not excluded because of the race, color, nationality, sexual orientation or gender identity, or the political or religious views of the writer.

The library strives for the fullest practical provision of materials presenting a balance of viewpoints concerning the international, national and local problems and issues of our times. Materials of sound factual authority are not proscribed or removed from the library shelves because of partisan or doctrinal disapproval. The library does not promote particular beliefs or views; it provides a diversity of resources for examination and comparison by the individual.

Selection of adult materials is not limited by the possibility that books may inadvertently come into the possession of minors. The content read, viewed, or listened to by minors is the responsibility of parents and legal guardians.

Censorship of material is to be challenged in order to maintain the librarian's responsibility to select materials which are carefully balanced to include various points of view on any subject.

Responsible selection is based upon a thorough knowledge of the community and its needs. Material selection may take into account the holdings of other libraries, organizations or businesses as part of the total material resources of the community.

V. Methods of Materials Selection

To build collections of merit and significance, materials are measured by objective guidelines. Materials are evaluated based on the entire work rather than the individual parts. All materials are selected based on one or more of the following criteria (in no particular order).

Selection Criteria

- Contemporary significance
- Popular interest
- Permanent or definitive value to its field or the community
- Accuracy, clarity, and comprehensiveness of information
- Currency of information
- Reputation and/or authority of author, artist, publisher, or producer
- Literary or artistic merit
- Balance of ideas and perspectives (within the item and/or the collection)
- Local/regional interest or origin
- Language of origin
- Relation to the existing collection and to other materials on the subject
- Availability of materials in other libraries
- Cost and availability
- Physical or technical quality and format for use

Critical reviews, recommendations of authorities in specialized fields, professionally accepted bibliographies, and actual examination of materials are utilized in materials selection.

A. Requests

All requests from patrons for specific titles or subject requests are considered.

B. Branch Libraries

Materials for branch libraries are purchased in accordance with materials selection policy for the main library.

C. Cooperating Collections

Materials for cooperating collections are purchased in accordance with the materials selection policy of the agency maintaining the cooperating collection

D. Donations and Gifts of Materials

The library accepts materials donations and gifts with the understanding that they are judged on the same basis as purchased materials. Those not meeting selection criteria will be given to the Friends of Teton County Library.

VI. Weeding the Collection.

Items are evaluated for deselection based on materials selection criteria (See section V). Items which are worn, outdated, of little historical significance or no longer in demand are removed on a systematic basis.

The library does not automatically replace all lost, damaged or worn-out materials.

Materials withdrawn from the collection are given to the Friends of Teton County Library, in accordance with the Library's policy on disposal of materials.

VII. Patron Request for Reconsideration of Library Materials.

When a patron objects to the presence or classification of any library material, complaints are referred to the Library Director. If a patron objects to an item, s/he is given a copy of the form "Request for Reconsideration of Library Materials" to fill out.

The Director examines the item in question, obtains any relevant information on selection criteria and procedures from the Collection Development Supervisor and the selector. The director determines whether the item conforms to the standards of the materials selection policy. The Director then decides whether or not to withdraw or reclassify the material in question and responds to the complainant in writing giving the reasons for the decision. The Library Board is notified of the complaint and of the Director's decision.

If the patron wishes to contest the decision, s/he may present the complaint to the Library Board for final determination. The Board considers the complaint and the Director's recommendation and makes the final determination regarding the complaint.

Materials subject to complaint are not removed from use pending final action.