

Geauga County Public Library
Operating Policy Manual

SECTION: MATERIALS SELECTION POLICY
NUMBER: 610
EFFECTIVE DATE: May 20, 2014
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The Geauga County Public Library provides free and open access to information on all subjects in a variety of print and non-print media. The Library strives to provide information representing all points of view to the community it serves. Selection of these materials is the responsibility of the professional staff of the library and ultimately the responsibility of the Director.

The Library shall select and make available to the residents of Geauga County materials that:

1. Meet informational needs of all
2. Facilitate informal self-education
3. Enrich and further develop the subjects on which individuals are undertaking formal education.
4. Support the education, civic, and cultural activities of groups and institutions in the community.
5. Encourage recreation and constructive use of leisure time
6. Meet the entertainment and format needs of the community.

The Library upholds the freedoms guaranteed to all the people in the Constitution of the United States and also subscribes to the general selection policy outlined in "The Library Bill of Rights" as adopted by the American Library Association. All sides of controversial issues will be presented. The Library will not limit the collection to the popular viewpoint. Presence of an item in the collection is not an endorsement of any point of view by the Library.

All of the materials selected shall be developed to effectively serve the community. Librarians will evaluate and select materials on the basis of professional reviews and other selection aids in print or online. The following criteria are also taken into consideration: authenticity, technical and artistic quality, and the value of content for use by individuals and groups in the community. The Library's policy allows demand and popularity to be a selection factor and will try to satisfy the desires and needs of the community within the limitations set by the Library's budget. The library encourages patron requests and recommendations of materials. General criteria of selection are suitability of subject and style of presentation. Materials produced primarily to trade on sensationalism or obscenity are not purchased. Works that present an honest aspect of life are not necessarily excluded because of coarse language or frankness. Materials which treat a subject with frankness and realism or which deals with unconventional topics are judged on the basis of the author's purpose, honesty of treatment and quality of presentation.

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Isolated passages or scenes in themselves are not considered adequate reason for rejection. The qualifications of the author and the reputation of the publisher will be considered.

The content will be evaluated for objectivity and accuracy. In the selection of fiction artistic presentation, originality, and effective characterization are considered.

Materials selected for children and young adults are chosen to develop artistic and literary appreciation. The Library will provide materials to enrich and to further their knowledge and will provide materials for their entertainment. Media that address social and human problems are selected for all levels of reader ability and understanding.

The Library provides materials for self-study and enrichment but is not primarily designed to furnish specific textbook and curriculum materials for academic study.

To insure the continued development of a vital, useful collection, print, non-print, and electronic materials as well as databases will be evaluated and removed from the collection when their content or physical condition is no longer suitable for use by the community.

The Library accepts and evaluates gift materials on the basis of this selection policy with the provision that their acceptance and use are subject to the discretion of the Library. Monetary gifts, including memorial gifts, endowments and trusts, for the purchase of library materials are encouraged.

See Policy 620: ACCEPTANCE OF GIFT BOOKS
See Policy 785: LIMITS ON JUVENILE BORROWING.

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