

## SELECTION POLICY FOR LIBRARY MATERIALS

**MISSION STATEMENT:** PGCMLS provides materials and information for study and personal enrichment. We offer strategies for life-long learning through access to varied media and professional guidance by our staff. We focus all resources on the needs of our customers.

In support of this mission, the Library selects, maintains and provides access to information, services and materials in a variety of formats to fulfill the educational, informational, recreational and cultural needs of all people of Prince George's County.

### **POLICY STATEMENT**

Selection of library materials and resources is delegated to the Director by the Board of Library Trustees. The Chief Executive Office appoints qualified professional staff to select materials and resources for the Library System.

The Board of Library Trustees of PGCMLS has adopted and included as appendices to this Selection Policy the following documents.

- The Library Bill of Rights (American Library Association)
- The Freedom to Read Statement (American Library Association and Association of American Publishers)
- Freedom to View Statement (American Film and Video Association)

Materials and resources will not be excluded because of the race, nationality, sex, sexual orientation, or the political, social, or religious view of the author.

Choice of library materials and resources for personal use is an individual matter. Any customer is free to reject materials for his or her own use if that customer does not personally approve of them.

The freedom of access for a minor to library materials and resources may be restricted by the minor's parent or legal guardian.

If a customer requests that an item be removed from the collection, the material will remain in the collection until all review procedures are followed and an official decision is made by the Board of Library Trustees.

PGCMLS acquires, organizes and makes available materials and resources in a variety of formats which:

- meet the informational and recreational needs of the community
- support cultural, recreational, business and civic activities in the community
- contribute to an individual's self-understanding and growth
- supplement learning needs of the population from birth to grade 12
- support lifelong learning for all ages
- support workforce development
- offer knowledge of and insight into a wide range of human and social conditions
- present a variety of viewpoints and opinions on a subject
- inspire and cultivate a love of books and reading

In addition, the specific aim of the Children's collection is to provide materials and resources in a variety of formats which will anticipate and meet the diversified needs, interests, tastes and backgrounds of boys and girls from infancy through age 12. Appropriate materials are provided for parents, caregivers and other adults to help them understand and work with children.

The specific aim of the Teen collection is to provide materials and resources for young people ages 12 through 18. Recognizing that adolescence is a period of rapid physical, mental and emotional growth, and taking into account the many levels of maturity and sophistication of this age group, materials and resources are selected which vary in format, content and reading difficulty.

### **CRITERIA FOR SELECTION**

There is no single standard which can be applied to all materials included in the Library's collection. Some materials are selected to meet informational and educational needs. Others may be evaluated primarily in terms of their artistic merit or chosen to satisfy customer demand. Materials are evaluated as a whole rather than on the basis of a particular section or isolated passage. Works which present an aspect of life honestly will not be excluded because of frankness of expression.

To build a diversified, customer-focused collection which supports the Library's mission, certain criteria are used:

- demonstrated or anticipated customer demand
- relevance to community needs
- critical reviews and evaluations of material
- suitability of subject, design, and format for users
- accessibility of information for intended audience
- comprehensiveness, currency, authority and depth of treatment of subject
- relation to existing material in the collection
- availability of same or similar material in other collections to which the library system can provide access

- reputation of author, publisher or issuing entity
- literary, artistic or other recognized merit
- physical quality of material
- price and availability of material

Titles are acquired in multiple formats when appropriate, including print, audio, video, and digital resources, as space and budgets allow. At times, a digital edition may be deemed more appropriate than the print edition depending on accessibility, ease of use, and cost-effectiveness.

#### **POLICY FOR SELECTION OF WORKS BY LOCAL AUTHORS**

Works donated by local authors who are current residents of Prince George's County will be considered for the Library's collection using the criteria stated in the Selection Policy for Library Materials.

#### **CRITERIA FOR WITHDRAWING MATERIALS FROM THE COLLECTION**

In order to keep the library collection current and responsive to community needs, materials will be withdrawn when they are:

- no longer timely or accurate
- superseded by a new edition
- no longer in demand
- worn or damaged

The Library System has established guidelines for withdrawing materials. Withdrawn items which are in good condition are sold, with proceeds benefitting the library.

**Approved, March 2016**