

## Materials Selection Policy

### PURPOSE OF THE MATERIALS SELECTION POLICY

The purpose of the Materials Selection Policy is to define the criteria and principles by which library selectors make decisions about the selection and retention of resources and materials for the collection of the Sausalito Public Library.

### PRINCIPLES OF SELECTION

- a. Materials are selected which provide for the interest, information, entertainment, education, enrichment, and/or self-improvement of library patrons. Additional criteria include:
  - Favorable attention by critics or reviewers.
  - Amount of similar material already in collection.
  - Extent to which an item may be available elsewhere in the community or easily available online or via interlibrary loan.
  - Relevance to the experiences and contributions of diverse populations.
  - Community demand and interest.
  - Availability for purchase and/or cost of the item.
  - Reputation and authority of author, artist, producer or publisher.
  - Format and durability of the item.
  - Currency of the information presented.
  - Space available on the library shelves.
  
- a. In choosing materials to suit a variety of tastes, differing viewpoints will be included. Some materials chosen may be offensive, shocking, or boring to some readers, but meaningful and significant to others.
  
- b. The library recognizes the importance in a democratic society of allowing individuals to form their own opinions on issues, particularly controversial issues, and therefore may acquire materials of a controversial nature. It should be clearly understood and emphasized that the library does not endorse all opinions expressed in the materials stocked.
  
- c. The Sausalito Public Library subscribes to the guidelines set forth in the American Library Association's [Library Bill of Rights](#).

- d. Responsibility for the materials used by minors rests with their parents or guardians. The library does not act *in loco parentis*.
- e. Materials in new media formats, including digital media, are considered for their value as unique works, patron demand, and the likelihood that the library's patrons have access to equipment necessary to use materials in that format. As a medium becomes obsolete, the library will no longer purchase materials in that format. If an individual work is of enduring value, effort will be made to replace it in current media. In some circumstances, the same work may be acquired in more than one format.
- f. In certain cases, the library will subscribe to digital collections consisting of a large number of individual works, like e-books, magazine articles, or movies. In these instances, the collection will be evaluated as a whole rather than based on a review of individual works in the collection.

#### RESPONSIBILITY FOR SELECTION

- a. The responsibility for materials selection lies with the professional librarians on the staff. Other staff members and the general public may recommend material for consideration.

#### METHOD OF SELECTION

Librarians select materials using a variety of methods which may include:

- a. Reading reputable sources of reviews and recommendations
- b. Examining actual copies in stores, from vendors, or received as donations
- c. Personal knowledge of material
- d. Requests and recommendations from the public

#### ALLOTMENT OF MATERIALS BUDGET

- a. A proportion of the budget will be used for juvenile and young adult materials.
- b. Replacements for lost, missing and long overdue titles will be purchased if they are still available and still of value to the library.
- c. The library's basic collection will be continually evaluated and updated. Gaps in the collection will be filled as needed. The goal is to build as broad and strong a collection as possible within

the space and budget limitations of the library, while considering the particular needs of the community and the availability of materials from other MARINet libraries and the regional library network.

#### PLACEMENT OF MATERIALS

- a. Placement of the materials within the library is a professional decision.
- b. Access to materials will only be restricted when there are space constraints or when it is necessary for the protection of the materials.
- c. Criteria for placement are:
  1. Assigned classifications, according to a formal classification scheme
  2. Format
  3. Susceptibility to loss or damage
  4. Rarity or cost

#### CHALLENGES

Residents of Sausalito who wish to challenge an item in the library collection, the failure to add an item to the collection, or the placement or categorization of an item in the collection will be given a copy of the Sausalito Library's Materials Selection Policy to read. If the resident still wishes to petition for removal or re-categorization of an item, he or she should submit a written request to the City Librarian that includes the following details:

- Name of the person making the challenge
- Contact information of the person making the challenge
- Title, author, and format of the item being challenged
- Detailed explanation of the reason for the challenge (including supporting material if available)

The City Librarian will respond to the challenge within 30 calendar days.

#### COLLECTION MAINTENANCE

Maintenance of the library collection through constant re-evaluation by library staff ensures its continued usefulness and relevancy to the community. Condition, content, inherent value, and use are the primary criteria used to determine the continued retention of materials in the collection. Specific evaluation criteria include:

- Age of an item and the currency of its contents.
- Condition of the item, including any damage.
- Circulation of the item as determined by an analysis of data from the library's circulation system.

- Relevance to observed and anticipated community needs and desires, including long-term local historical significance or interest.
- Unnecessary duplication.
- Physical space available on the library shelves.

Withdrawn materials may be considered for replacement if they are still deemed necessary to the collection. Damaged items are evaluated based on cost of repair and the availability of newer or better materials on a subject.

Approved by the Library Board of Trustees  
Feb. 9, 1983

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January 13, 2000

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