



Library Materials Selection Policy

Introduction

The Topeka and Shawnee County Public Library is organized under the laws of Kansas pursuant to KSA 1992 Supp. 12-1260 *et seq.* The Board of Trustees of the Library is authorized "...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other materials and equipment deemed necessary by the board for the maintenance and extension of modern library services."

Responsibility for Selection

The Board of Trustees delegates the responsibility for the selection of library materials to staff selected by the Chief Executive Officer whose education and experience prepare them for this important function.

The appointed Library staff are to select materials reflecting the needs and interests of citizens of the library district and others granted privileges by the Board of Trustees, rather than the tastes, views, and interests of the selector. Satisfying the needs and interests of the community of users served is the goal of this selection Policy.

General Selection Criteria

This Materials Selection Policy serves as the foundation for the creation and maintenance of all of the various collections of materials provided by the Library. Selection of all materials, whether through purchase or otherwise, is to be based on the principles described in this Policy.

Selection of any item does not constitute endorsement of the creator's viewpoint, nor does the Library endorse particular beliefs or views.

The Library does not act "in loco parentis." Parents or guardians are responsible to guide the selection of materials by their children.

While a single standard cannot be applied to each work, the following general criteria are to be used in selecting all Library materials:

- Importance and value to the library collection
- Reputation, credibility, and/or authoritativeness of the author, artist, publisher, or producer

- Current appeal, popular demand, and timeliness
- Significance of the subject matter
- Local interest
- Availability or scarcity of materials on the subject
- Cost
- Level of difficulty and specialization
- Reviews, summaries, and descriptions of materials
- Format suitability for public library collections
- Accessibility to materials elsewhere in area libraries
- Physical quality and level of durability
- Inclusion in indexes, bibliographies, and standard lists.

Selection Criteria for Non-print Materials

The selection standards above for print materials apply equally to non-print materials. However, an item need not meet all of the selection criteria for non-print materials, some materials must be judged primarily on the following:

- Artistic merit
- Scholarship
- As a valuable record
- As critical to the information needs of the community of users
- Substantial demand from the community of users.

Selection Criteria for Art

In addition to the Selection standards above for print and non-print materials the following additional criteria must also be met in selecting works of art:

- No work will be knowingly acquired whose ownership or legality is questionable
- No work will be acquired which forms a part of the patrimony of a foreign country or is endowed with such religious significance by an ethnic group that possession of it in a public collection constitutes a violation of the ethical standards adopted by the museum profession.
- No work will be acquired without the consent of the Chief Executive Officer.
- Gifts of art to The Library Foundation with restrictions may not be accepted without approval of the Library Board of Trustees.

Deaccessioning

The Board of Trustees delegates the responsibility to deaccession library materials to staff selected by the Chief Executive Officer whose education and experience prepare them for this important function.

Criteria for Deaccessioning

Any Library material which no longer satisfies the applicable Selection Criteria as described in this Policy may be deaccessioned in accordance with applicable statutes and other pertinent Library policies and procedures.

Labeling

Label may be used to assist users in locating materials, but not to warn, discourage, or restrict access based on content, language, or theme.

Library Patrons' Opinions of the Collections

The Board of Trustees recognize the importance of providing methods so that opinions from users regarding material selection can be voiced and dealt with promptly and courteously as outlined in the Expressions of Concern process found on the Library website and as appended hereto as Exhibit "A."

Document History

Selection Policy Statement was developed by the Materials Selection Committee and with contributions from other staff.

Adopted by the Library Board of Directors, September 14, 1983.

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