



MURRIETA PUBLIC LIBRARY

MATERIALS SELECTION POLICY

Mission Statement: As a team with civic heart, the Murrieta Public Library is dedicated to providing a vibrant environment with open access to exceptional services, collections, and programs while continuing to promote the joy of reading for an empowered and successful community.

Purpose:

The Murrieta Public Library offers a wide range of free library services for all City of Murrieta residents as well as for the surrounding region. The core of these services is the collection of print and non-print materials, which must fulfill the educational, cultural, informational and recreational needs of all segments of a diverse and educated community. While this is a dynamic and ever-evolving process, the availability of a well-rounded collection will provide access to a variety of thoughts, perspectives and concrete information from which an individual can continually improve one's life; eventually affecting the entire community in a positive and productive manner.

The purpose of the Murrieta Public Library Materials Selection Policy is to provide guidelines that are nationally practiced within the profession, methodical, and clear for the professional staff in pursuing the goal of providing a balanced collection.

Such Policy cannot be definitive for all time. As the City grows and the needs of the community change, the Policy will be reviewed and revised by the staff and the Library Advisory Commission. Each revision should address the continuing changes in subjects, formats, education and cultural needs of the Murrieta residents.

Objectives:

The primary objectives of the Materials Selection Policy shall be to collect materials that are of permanent value as well as those that are of contemporary significance. The Library will always be guided by a sense of responsibility to the past, present, and future in adding materials which will enrich the collection and maintain an overall balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

By adopting this Policy, the Murrieta Public Library affirms its belief in the principals of the Library Bill of Rights and Intellectual Freedom as adopted by the American Library Association (see Attachment #1). Further, the Library acknowledges its responsibility to the community it serves in providing library materials which present all points of view and its obligation to defend its selections against arbitrary removal or re-categorization from and/or within the collection, respectively.

Responsibility for Materials Selection

Final responsibility for materials selection lies with the Director of Library Services who works within the City Council and Library goals and objectives as supported by the Library Advisory Commission. However, the Library Director will delegate authority to the professional librarians to use and appropriately interpret the Materials Selection Policy when making day-to-day collection selections. Suggestions from the community as well as from other library staff will be received and reviewed by the Librarians with final decisions being made according to the guidelines of this Policy. Unusual selection requests will be referred to the Library Director for a final decision.

All Librarians selecting materials for the collection will be expected to keep the objectives of the Policy in mind and to apply their professional knowledge and experience in making decisions. On no occasion should personal prejudice or bias influence the selection or non-selection of library materials. The inclusion of material within the collection does not connote Library or City approval/advocacy of the ideas, philosophies or precepts of the information provided.

Use of the Library's Collection

The Library recognizes that many library materials are controversial in nature and that any given item may offend some patrons. Selections will be made solely on the merits of the work in relation to the building of the collection and to serving the interests of the readers and not on the basis of any anticipated approval or disapproval.

Community members who wish to protest the suitability of a title in the collection would first speak to the Supervising Librarian. If the explanation from the Librarian is not sufficient, the patron would then submit his/her protest in writing to the Library Director by completing a Request for Re-evaluation of Material form (Attachment #2). The Library Director will then determine whether or not the material in question violates any principles of the current Materials Selection Policy. Further dissatisfaction with the Director's decision will then be forwarded to the Library Advisory Commission for their consideration. An ultimate decision, if the patron is still dissatisfied with the response to their complaint, resides with the Library Board. In each situation, it is the patron's responsibility to submit their complaint in writing, which can be given to the Library Director for forwarding to the appropriate entity. The patron must follow the protocol as outlined in this Policy.

Library materials will not be marked or identified to show approval or disapproval of the contents and no cataloged materials will be sequestered, except for the express purpose of protecting them from injury or theft (e.g. historical documents, photos, books, etc.).

Responsibility for the reading and viewing of materials rests with the child's parents or legal guardian. The Murrieta Public Library does not act in *loco parentis* and therefore, it is not the responsibility or function of the Librarians to police the use of materials or prevent their use by children, teens, or young adults. Selection of materials will not be inhibited by the possibility that children may inadvertently or otherwise come into the possession of materials which their parents consider inappropriate.

Authority of the Policy

This Policy, as accepted, supersedes all previous policies in force. Collection items selected in accordance with the criteria as established by this Policy shall be deemed suitable for inclusion in the Murrieta Public Library collection and shall not be removed except as already described.

Dispensation of the Policy

A copy of this Policy shall be available for public perusal upon request at all Murrieta Library Service Desks.

1. General Selection Considerations for All Library Materials

- a. The Library takes into consideration the purposes and resources of other libraries in the Murrieta area (such as colleges, schools, specialized and other public libraries) and shall not needlessly duplicate functions and materials.
- b. The Library does not attempt to acquire textbooks or other curriculum-related materials unless such materials also serve the general public; with the exception that the Murrieta Valley Unified School District will provide one copy of each textbook for reference-use only in the Library.
- c. Legal, medical and other specialized topical works will be acquired principally to the extent that they are useful to the layman.
- d. The Library acknowledges a particular interest in local and state history and will therefore seek to acquire materials of this nature though such materials may not meet the standards of selection in other respects. However, the Library is under no obligation to add everything produced on local or state history to its collection if it is not in the public interest do so.
- e. The Library shall not attempt to select an exhaustive collection of materials relating to genealogy, but shall concentrate on general works that assist in initiating and continuing North American genealogical research and which provide directory information to access relevant records. Please refer to the Murrieta Public Library's Heritage Room Collection Development Policy for further information on Policies 1.d and 1.e.
- f. As the Library serves a public encompassing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.
- g. In selecting materials for its collections, the Library will give due regard to the special, commercial, industrial, cultural, and civic enterprises of Murrieta as these enterprises also make-up the greater community served by the Library.
- h. Materials of highly specialized topics or of only occasional demand shall be met through the Interlibrary Loan process when possible.
- i. Multiple copies of books used for class assignments will not be purchased.
- j. Although Reference books generally do not circulate, special consideration will be given to the purchase of additional copies for circulation if demand is high and constant.

- k. Judgment of fiction materials is made on the total work, rather than on parts that might in themselves be considered objectionable.
- l. Multiple copies of titles are purchased in relation to demand and availability of budgeted funds.
- m. Standard titles are replaced if they are lost or damaged beyond repair, if adequate funds exist, and if demand justifies the replacement.

2. Selection Guidelines for Adult and Young Adult Materials

- a. The following criteria are taken into consideration for the selection of non-fiction titles in print and non-print formats:
 - i. The author is qualified by profession, education, experience, etcetera to produce a credible, authoritative work on a particular subject.
 - ii. The material covers the scope of the subject to a degree appropriate to the intended audience.
 - iii. The author has a command of the language and presents the material in a manner that can be understood by the audience for which it is intended.
 - iv. The information is timely and up to date.
 - v. The information is presented in a clear, logical sequence, and is formatted with appropriate finding/research aides such as a table of contents, an index, bibliography, appendix, etcetera.
 - vi. The physical quality of the book, CD, DVD, E-Reader, etcetera is adequate for appropriate use of the item (i.e. maps, music, International viewing/playing standards) as well as for multiple handling by a variety of people.
 - vii. The price is reasonable in relation to the aforementioned criteria.
 - viii. The subject of the item is compatible with the existing collection and meets the informational needs of the community with regard to education, culture, leisure/recreational use.
 - ix. The title significantly contributes to the expansion of knowledge in a particular subject and makes specialized knowledge accessible to the non-specialist.
 - x. The publisher is reputable.
 - xi. There is a demand for the particular title, author, or topic.
- b. The following criteria are taken into consideration for the selection of fiction titles in print and non-print formats:
 - i. The style of the writing is suitable for the themes, characters and era portrayed in the particular work.
 - ii. The characters are believable and they are appropriately developed.
 - iii. The plot is believable and well-constructed, showing originality and imagination.
 - iv. The story is significant, either in terms of broad appeal or exceptional literary merit; offering inspiration or pleasure to a particular audience.

- v. The story is complimentary to its genre; mystery, western, fantasy, science fiction, romance, etcetera.
 - vi. The physical qualities of the book, CD/DVD/E-Reader are adequate for multiple handling by a variety of public (readable print, good margins, appropriate illustrations, durable binding, etcetera).
 - vii. There is a high demand for the particular title, author or topic.
- c. Selection Aides for Adult and Young Adult Materials:
- i. The Library seeks to maintain a broad, but basic collection through retrospective ordering from standard public library resources.
 - ii. Journals currently being used for selection purposes include:
 1. *Library Journal*
 2. *Booklist*
 3. *New York Times Book Review*
 4. *Kirkus Reviews*
 5. *Publisher's Weekly*
 6. *Los Angeles Times Book Review*
 7. *Voya*
3. Selection Guidelines for Children's and Teen Materials

Purpose

The selection of materials for children and teens carries a tremendous responsibility of providing materials that are appropriate, yet varied in scope and depth, and have integrity and foundation. The goal is to select materials on a practical basis, yet maintain the high standard of selection in accordance with the American Library Association and the California Library Association's philosophies of providing library services to young people.

Objectives

The Murrieta Public Library's children and teen collection consists of books and materials in other formats for the segment of the community who are infants through 13 years of age. Abilities, reading levels, and the demographic profiles of Murrieta and surrounding area are utilized when selecting materials. Although school libraries have primary responsibility for providing curriculum support materials to their students, the library endeavors to provide the supplementary reading and reference materials to assist with school related projects and subjects. Further, the Library will collaborate with the Murrieta Valley Unified School District to maintain a reference collection of District textbooks for all grades at the District's expense. Generalized and subject appropriate materials are also provided for parents and teachers who work with youth.

Juvenile materials are selected to reflect the needs of the Murrieta youth by providing a balanced collection. Library staff strives to be aware of changing patterns in learning trends, technology,

sciences, and other methodologies of contemporary significance to provide accurate, up-to-date information in all fields of knowledge of interest to children and teens.

The Library also recognizes an immediate duty to make materials in all formats available for enlightenment and recreation, even though such materials may not have enduring interest or value. Responsibility for the reading and viewing of materials rests with the child's parents or legal guardian. The Murrieta Public Library does not act in *loco parentis* and therefore, it is not the responsibility or function of the Librarians to police the use of materials or prevent their use by children, teens, or young adults. Likewise, selection of materials will not be inhibited by the possibility that children may inadvertently or otherwise come into the possession of materials which their parents consider inappropriate.

It is important to provide pleasurable reading that stimulates the imagination and mental growth, as well as to develop a love of reading and life-long learning.

- a. The following criteria are taken into consideration for the selection of non-fiction and fiction titles in print and non-print formats:
 - i. There is a need for the particular title.
 - ii. The author produced a well-written or especially informative book.
 - iii. The writing is suitable/appropriate for the intended audience.
 - iv. The information as presented is authentic, accurate and up-to-date.
 - v. The author is qualified to write about the subject area.
 - vi. The illustrator's work reflects the text with appropriate illustrations.
 - vii. The format is appropriate to the subject.
 - viii. The book makes a contribution to the collection as a whole.
 - ix. The value of the item to the collection is worth the price of the book.

- b. The following outlines the procedures in which the collection will be maintained:
 - i. Standard juvenile/teen titles and those in particular demand will be replaced as budgets permit.
 - ii. In general, other than those textbooks received as part of the collaborative between the School District and the Library, textbooks are not added to the collection unless other subject specific materials available from other sources are few or non-existent.
 - iii. Primers and readers (i.e. Easy Readers) are purchased for patrons at the beginning level.
 - iv. Well-written materials on controversial subjects are provided for the use of either/both parent and child/teen.
 1. The books must meet the selection criteria as stated.
 2. The Library considers it the responsibility of the parent/legal guardian to decide what materials his/her child/teen should read on all subjects.

- v. Gift books are accepted if they conform to the criteria as stated in 3.a and in Sections 5 and 6 – Gifts and Donations, respectively.

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- c. Selection Aids for Children's and Teen Materials:
 - i. The Library seeks to maintain a broad, but basic collection through retrospective ordering from standard public library resources.
 - ii. Journals currently being used for selection purposes include:
 1. *Kirkus*
 2. *Voya*
 3. *Publisher's Weekly*
 4. *Booklist*
 5. *Horn Book*
 6. *School Library Journal*

4. Selection Guidelines for Materials Other Than Fiction/Non-Fiction

- a. The same standards and criteria of selection for adult and youth collections pertain to the following resources: Periodicals, Newspapers, Government Documents, Paperbacks, and Databases. However, each material type has its own selection and retention criteria as follows:
 - i. Periodicals (magazines and newspapers) are purchased for the following reasons:
 1. To supplement the adult and youth collections.
 2. To provide informational, educational, cultural, and recreational reading.
 3. To provide information that is not yet in book format.
 4. To supplement online information.
 5. To aid in materials selection.
 - ii. Periodicals are selected according to the following criteria:
 1. They are considered authoritative and objective.
 2. The articles are indexed online or in print.
 3. The magazines are of local interest.
 4. The specific titles are in demand.
 - iii. Gift periodicals (magazines and newspapers) may be accepted if they conform to the aforementioned selection criteria. Pre-approval of the periodical subscription must be obtained by the Director of Library Services or the Principal Librarian prior to acceptance of any suggested donation. The following describes the procedures by which donated subscriptions will be accepted and maintained:
 1. Records will be kept identifying the title of the periodical, the donor's name, the length of the subscription and other related information.
 2. Multiple titles will not be accepted from a single organization.
 3. Display and retention of back issues shall be dependent on space available and staff time to process.

4. All back issues will circulate in the same manner and be subject to the same policies and procedures as those magazines purchased by the Library.

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- iv. In addition to the above general guidelines, the specific criteria that will be used in the selection of newspapers is as follows:
 1. Major metropolitan newspapers that are regional and local will be a collection priority.
 2. Major metropolitan newspapers from other areas within California and nationally recognized newspapers, which are known for their credibility, authority and wide audience, will be the second collection priority.
 3. All newspapers will be selected on the basis of quality, geographical representation, delivery methods (timeliness thereof), and demand.
- v. The Library is not obligated, nor does it have the wherewithal to obtain and provide Federal, State and Local Government Documents at a Depository level.
 1. The Library will provide Federal, State, and regional documents, which we are required to own (by the pertinent government agency) and/or which address a specific public demand.
 2. Local documents will be made available in print or non-print formats, whichever is available to and/or convenient for the Library to own.
 3. All Environmental Impact Reports (EIRs) that are pertinent to the community and provided to the Library will be made available for public access.
- vi. In addition to the aforementioned criteria for selection of the General Collection, media formats for educational and entertainment purposes will be selected based on the following criteria:
 1. The composition or subject is of significance or high interest to the general public and receives positive reviews from credible reviewing sources such as *Billboard*, *Variety*, *SunTimes*, *New York Times*, *Los Angeles Times*, etcetera.
 2. The performer(s) are qualified and skilled in their presentation and interpretation of the material(s).
 3. The recording quality meets national standards set by the aforementioned reviewing sources.
- vii. In addition to the aforementioned criteria for selection of the General Collection, paperbacks will be selected based on the following criteria:
 1. The particular title is not available in a hardback version.
 2. There is a demand for the specific title or topic, which cannot be met in readily usable format.
 3. The paperback format meets a particular need for a segment of the community; i.e. large-print editions, high interest-low skill readers, teen or young adult graphic novels, etcetera.

4. The price in relation to anticipated demand is more reasonable in a paperback than in a hardback format.
5. The selection of paperbacks is made from the same reviewing sources as those for the General Collections.

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viii. Databases will be selected based on the following criteria:

1. The database must provide credible and up-to-date information that is in demand by large segment of the community, i.e. local businesses, students, or the general population.
2. The cost of the subscription must be relative to the amount and scope of information provided
3. The information provided in the database must be easy to access and understandable by the general public.
4. Those database services that provide remote access, are secure, and allow simultaneous multiple users will be given priority over those that do not provide all or only some of the aforementioned services.

5. Gifts/Donations

- a. The Library appreciates and welcomes all donation(s) of print and non-print (media) materials. However, the Library reserves the right to accept the donation(s) without commitment to how the donation(s) will be utilized and with the understanding that the donated item(s) may not be added to the Library collections.
- b. The same criteria used for the selection of all other Library collections will be used in evaluating gift/donated materials.
- c. A receipt recognizing the donation will be given to the donor and it is the donor's responsibility to determine the value of his/her donation.
- d. Materials not added to the Library collection may be given to the Friends of the Murrieta Library to sell in their Bookstores and/or will be given to non-profit social/civic organizations.

6. Donations in Memoriam

- a. The Library appreciates monetary donations to be used toward the purchase of a collection item(s). The Library will also consider donations of books or non-print items as "In Memoriam" items. In either case, the following criteria and procedures to accept "In Memoriam" donation are as follows:
 - i. Donors wishing to present a memorial gift should contact the Director of Library Services or Principal Librarian.
 - ii. The donor may request that certain genres, titles, formats, or subjects of collection items be purchased with the monetary donation. The donor may request that a certain collection item or item(s) be accepted as the "In Memoriam" donation. However, in either case, the same criteria used for the selection of all other Library collections will be used in evaluating the two aforementioned requests.

- iii. The Director of Library Services will write a thank-you letter to the family, acknowledging the donation and, if appropriate, sharing how the monetary donation was used.

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- iv. Materials purchased with monetary donations or the donated materials accepted “In Memoriam” will have a bookplate acknowledging the donor and person honored.

7. Disposal of Library Materials

- a. As part of the Collection Development process, materials are purchased and “weeded” or discarded on a regular basis and for the following reasons:
 - i. The item(s) is/are irreparably damaged.
 - ii. The item(s) is/are obsolete resulting in incorrect information or simple non-use.
 - iii. Multiple copies are no longer needed.
 - iv. A lack of shelving space necessitates pro-active weeding.
- b. Materials are discarded in the following manner:
 - i. Print and non-print items that are badly worn or irreparably damaged will be disposed of in the Library trash.
 - ii. Items that are judged to be of negligible use to the Library, but which are still in fair condition, may be given to the Friends of the Murrieta Library to sell.
 - iii. If a book is damaged beyond repair and the patron pays for the item, the patron may have the damaged item if he/she so requests, with the exception of art and music materials.
 - iv. All print items will be stamped as discarded, removed from the catalog and demagnetized.

