

V. Materials Selection & Collection Development

The purpose of the Vaughn Public Library is to provide all individuals in the community with carefully selected print and non-print materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The emphasis of the Vaughn Public Library collection is quality information and popular works of fiction.

The *Library Bill of Rights* and *The Freedom to Read Statement* are endorsed by the Vaughn Public Library Board of Trustees and are integral parts of the policy.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Vaughn Public Library Board of Trustees.

Criteria for Selection

The criteria for selecting materials will be dependent upon scholarship, currency, artistic merit and relevancy to the community and region. Items falling into the category of popular works may or may not meet all the criteria. However, popular demand is a valid factor in selecting materials and shall be taken into consideration when purchasing new items for the collection. The collection may contain the various positions expressed on important or controversial questions, including unpopular beliefs or views. This provides an arena for individuals to freely examine the issue and make independent decisions. The library recognizes many books are controversial. Parents and legal guardians are responsible for monitoring what their minors read. Selection of materials is based on the merits of the work in relation to a dynamic collection and to serving the interests of readers.

1. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the library community
 - d. existing library holdings
 - e. budget
2. Reviews are a major source of information about new materials. The primary sources of reviews are Booklist, ALA recommended lists, Library Journal, area newspapers and the New York Times Best Sellers/Review of Books.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library users and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.



Withdrawing Materials

A current, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees.

VI. Interlibrary Loan

Library users may access the collections of other libraries participating in the Merlin shared system using their Merlin library card and the online catalog. Interlibrary loan through WisCat is used to obtain from other libraries those materials that are beyond the scope of the Merlin collection.

The Vaughn Public Library agrees to lend its materials to other libraries through the interlibrary loan network and to make an effort to have its current holdings listed in WisCat's online union catalog that is accessible by other libraries throughout the state.

VII. Gifts and Donations

The library accepts donations of recent books, recorded books on CD, music CDs and DVDs. Donations should be clean and in good condition. A rule of thumb is; donate it to the library if you would give it to a friend. Also, please do not bring more items than you can carry into the library.

The library does not accept donations of textbooks, VHS/cassettes or encyclopedias.

All donations are accepted without condition, and immediately become the property of the library. They cannot be returned. Some donations may be added to the collection. The same criteria for inclusion in the library's collection apply to donations. Items not added to the collection are turned over to the Friends of the Library for the Book Nook. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current.

A receipt for tax purposes may be provided. Library staff cannot assign a dollar value to items donated, but can include a description of what is donated.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library upon request granted the request meets the criteria established by the Library Board of Trustees.



VIII. Challenged Materials

The Vaughn Public Library recognizes some materials are controversial and any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Library users requesting material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Vaughn Public Library Board of Trustees.