

Alamance County Public Libraries

Library Materials Selection Policy

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I. Mission

Alamance County Public Libraries provide learning opportunities for all members of our community to be successful in living a larger life by nurturing the heart and the mind.

II. Objectives

- To provide opportunities for lifelong learning for all library users.
- To offer quality resources, in a variety of formats, that meet the educational, informational, recreational, and cultural needs of library users.
- To create a safe and welcoming environment for individuals, families, and communities.
- To promote public library use through the provision of excellent customer service.
- To foster a love of reading.
- To meet the information technology needs of the community.

III. Responsibility For Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection is delegated to the professional library staff. All staff members and the general public are encouraged to recommend materials for consideration.

IV. Criteria For Selection

No single standard is used to select and evaluate all the formats included in the ACPL collections. Each selection is evaluated in terms of its own merit, for inclusion in the Library's collections.

- Reputation and/or significance of author, artist, publisher, or producer
- Positive review in one or more professional journals or selection tools
- Popular interest or demand
- Relevance to community needs
- Currency of information
- Authentic reflection of diverse ideas, information, stories, and experiences

- Accuracy of content
- Relation to the Library's existing collection and other material available on the subject
- Balance and range of information
- Value as a part of a core collection
- Literary and artistic merit
- Availability, quality, and suitability of format for library use
- Quality of organization, readability and style
- Price

V. Selection Tools

Critical reviews in professional library journals are considered in selecting library materials. The following tools are also used in the selection process: other review sources, annual lists of recommended titles, subject bibliographies, publishers' catalogs, patron requests and recommendations. Patron requests are accepted both in writing and electronically through 'Make a Suggestion' forms.

VI. Special Collections

Library locations may offer special circulating or noncirculating collections of materials to the public at the discretion of the library director. These collections may be based on subject matter, geography, format, language, intended audience, or other defining factors. Collection policies and rules of use for these collections may be governed under separate guidelines not specified in the general collection development policy, but stated in separate documentation. Whenever possible, Alamance County Public Libraries will endeavor to prevent duplication of materials in special collections at multiple locations.

Local History Collection

The main focus of Local History Collections within ACPL is to provide public access to primary and secondary materials for personal genealogical and scholarly research. Materials will be collected that further the understanding of the civic, social, religious, cultural, political, and economic history of Alamance County and its communities. To a lesser degree, the Local History Collection will collect materials concerning surrounding counties, as well as North Carolina and beyond, if access is not readily available online or through other means, or if deemed appropriate by library staff.

Due to HVAC and physical space limitations, the Local History Collection cannot serve as an archive for valuable or delicate items, or for three-dimensional artifacts. Such items will be referred to museums and other repositories where they may be preserved and displayed for public viewing.

Materials in the Local History Collection must be durable enough for continued use and in a format that is accessible with current technology. Materials that are spiralbound or housed in notebooks will not be collected except under extenuating circumstances at the discretion of library staff. Brochures, pamphlets, photographs, and other ephemera will be collected if the subject matter is of significant relevance to Alamance County and can be easily stored within the space limitations of the library while maintaining accessibility to the public.

When deemed appropriate, physical materials may be digitized and subsequently deaccessioned.

The Local History Collection does not serve as a legal repository for any material, including County, City or School material, and is not responsible for selecting, retaining, or providing access to any material required by law to be kept as official documents or archival records.

Gifts of materials will be accepted with the understanding and agreement that they become property of Alamance County Public Libraries and can be deaccessioned at any time if deemed appropriate by library staff. Materials cannot be returned to donors or their families.

Materials in the Local History Collection do not circulate.

Local Author Collection

To support and promote the work of authors from Alamance County and the immediate area, each branch of ACPL houses a Local Author Collection. Materials in this collection can be checked out by library patrons.

Authors must donate a copy of their book to be considered for inclusion. It will be added if:

- the author is a current resident of the area
- the subject matter is of significant local interest
- the content matter is suitable for inclusion
- the writing is free of grammatical and spelling errors
- the binding is durable enough for circulation (no spiralbound books).

Donations must be accompanied by a completed application (see the separate *Local Author Collection Policy*).

Local Author materials will periodically be weeded using the same criteria as other materials in ACPL's collection.

VII. Gifts, Donations & Memorials

All gifts are subject to evaluation by the same criteria used in selecting library materials and may be added to Library collections at the discretion of Library staff. Donors are informed that any gifts to the Library may or may not be added to the collection. Any item which is not added may be donated to another institution where it may be used, or be sold in the Friends of the Library Book Sale. Monies from the Friends of Alamance County Public Libraries Book Sale support the programs and services of Alamance County Public Libraries.

The Library frequently receives from an individual or an organization the gift of a book, a group of books, or a sum of money for the purchase of books or other materials in memory or in honor of a family member, friend, or co-worker. Library selection standards apply in these cases. A special gift plate is placed in these books. The Library does not set aside a special section or set of shelves for gift or memorial books. Selection of gift, memorial, or endowment purchases involves the same search for excellence in content as applied in all areas.

VIII. Open Access to Ideas

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Materials are selected on the basis of their content as a whole and as they relate to the Library's objectives. The Library will provide a representative selection of materials, reflecting a variety of viewpoints. The Library seeks to create collections in which individuals can examine issues freely.

The presence of an item in the Library does not indicate endorsement of its content by the Library.

Responsibility for the reading/viewing/listening of minors rests with their parents and legal guardians. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors.

IX. Request For Reconsideration or Removal of Library Material

Library patrons requesting reconsideration of any library material in the Library's collections should complete the form "Request For Reconsideration of Library Material." The form is available at all branch libraries in Alamance County.

Requests for reconsideration of library material will be reviewed by the Library Director and a committee that may consist of any combination of the Leadership Management Team, the Racial Equity Team and library staff. The Committee will read, listen to and/or view the material questioned; check reliable selection tools; consider the material in relation to the Library's selection policy; discuss the material; and make a decision.

The decision of the committee will be promptly communicated in writing to the individual requesting reconsideration of the item(s).

If the library patron wishes to appeal the decision, this should be requested in writing and submitted to the Library Director.

Following this, the request for reconsideration will be forwarded to the Alamance County Library Committee (Advisory Library Board). The Alamance County Library Committee will review the request for reconsideration decision findings to ensure proper procedures were followed. The decision of the Alamance County Library Committee will be final.

A title will go through the reconsideration process only once within a three-year period unless the content has undergone major revision.

X. Collection Maintenance

Library materials are continually assessed for condition, currency, and need within the context of the total Library collection. The same criteria are used in withdrawing materials from the collection as in their selection.



Alamance County Public Libraries Request for Reconsideration of Material

Please answer the following questions completely and return this form to any branch of Alamance County Public Libraries.

Date: _____

Type of Material

(Please check one.)

Book

Magazine

Other _____

Audiobook

Movie

Title of item: _____

Author/Artist: _____

Call Number: _____

In which section of the library was the material located? *(Please check one.)*

Adult

Young Adult

Children's

Other: _____

Why did you select this material?

Before borrowing or using this material, did you read the dust jacket summary, reviews of the item, or other introductory material? Yes No

Please explain:

Did you read, view or listen to this material in its entirety? Yes

No

To what in the material do you object? Why? *(Please be specific, including page numbers, song titles, etc. where applicable.)*

What do you believe is the central theme of the work?

What do you feel might be the result of reading/viewing/listening to this material?

In your opinion, would anyone else for any reason find value or merit in this work?

Yes No Please explain:

Have you used other materials which depict or express the same subject matter in a manner which is acceptable to you? Yes No

If yes, please name them:

What do you recommend Alamance County Public Libraries do with this item?

Have you read ACPL's Materials Selection Policy? Yes No

Your Name (Please Print) _____

Signature _____

Street _____

City _____ State _____ Zip _____

Library Card Number: _____

Home Phone _____

Other Phone _____

Email Address _____