**MATERIAL SELECTION POLICY**

Revised 10-30-19

**CRITERIA FOR ACQUISITION: Adult Materials**

The criteria guidelines for selection of material include:

1. Educational, recreational and informational value

1. Representation of varying points of view
2. Authority, effectiveness and timeliness of presentation
3. Availability of material elsewhere
4. Funds and space

The selection of material is made on the basis of popularity of author, subject, patron request, vendor catalogs and book reviews.

The library will attempt to maintain a collection that is balanced, having material on most subjects and points of view, insofar as this is practical following the guidelines stated above and in keeping with interests represented in the community.

Attention will be paid to the special interests and commercial, industrial, cultural and civic enterprises of the people living in the community. Patrons are invited to request the purchase of specific items by the library. The final decision rests with the Library Director, who must consider the qualifications listed above and balance the special interests of one individual or group against the needs of the whole community.

Since the library cannot have a totally comprehensive collection, it will be necessary to borrow through Interlibrary Loan those items not of general interest to the community.

The library does not support educational curriculums through the purchase of text books. Textbooks may be added to the collection if they provide the best or only source of information on a subject or if they complement an existing area with another perspective.

Titles withdrawn by reason of condition, loss or damage are considered for replacement. In addition to the considerations applied in the original selection, these factors must be considered: Importance of the author, value of the individual title, availability of newer and better material, requests for the title or subject and comparison with other books still in the library.

The Mitchellville Public Library Board believes that censorship is a purely individual matter and declares that anyone is free to reject books of which he or she does not approve. No citizen in a democracy has a right to prevent another from reading a specific book by demanding its removal from the library’s shelves. With this in mind, we support the Library Bill of Rights and the Freedom to Read statement, both of which are included and intended to be a part of this policy.

**CRITERIA FOR ACQUISITION: Juvenile**

The criteria guidelines for selection of Children’s Material shall follow the same criteria as those for adult material keeping these goals in mind:

1. Service to the whole child
2. Range and ability of those served

The primary aim is to serve the whole child--his/her recreational, informational and cultural needs--and those who serve them: Parents, teachers, organization and youth workers.

Materials are purchased for a wide range of ages, abilities and interests.

Children with learning disabilities and children who are advanced readers also are considered in the selection.

**RESPONSIBILITY FOR MATERIAL SELECTION:**

The responsibility for materials selection and the development of the library collection rests with the Director who works under the authority of and the policies determined by the Board of Trustees.