

# PORTAGE DISTRICT LIBRARY

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## Materials Selection Policy

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**I. MISSION STATEMENT:**

*Helping You Access the World of Information in a Friendly Atmosphere.*

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**II. GENERAL SELECTION POLICY:**

The Library selects material in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom To Read and Freedom To View statements.

- A. Authority for selection of materials is delegated by the Library Board to the Library Director and the Director's designated staff.
- B. Any library materials so selected shall be held to be selected by the Library Board.
- C. The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens in the Portage District Library service area. Materials are evaluated as complete works and not on the basis of a particular passage or passages.

A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. The library collection will represent a balanced view.

All acquisitions, whether purchased or donated, are evaluated by the following standards. Clearly, however, an item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.

Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

- D. The following general criteria are used:
  - 1. Present and potential relevance to community needs;
  - 2. Suitability of subject, style and reading level for the intended audience;
  - 3. Importance as a document of the times;
  - 4. Appropriateness and effectiveness of medium to content;
  - 5. Reputation and/or significance of author, publisher or producer;
  - 6. Positive review in one or more appropriate professional journals;
  - 7. Positive critics' and staff members' reviews;

8. Relationships to existing materials in the collection;
9. Within limits of budgets for materials;
10. Not available, or with limited accessibility, from other lending sources;
11. Insufficient materials available on the same subject;
12. Author or illustrator is local;
13. Format is appropriate to Library use and is not easily damaged;
14. Enhances a specific collection within the Library;
15. Author or producer is already represented in the collection;
16. Literary and artistic merit;
17. Accuracy of content;
18. Popularity with library patrons.
19. Preserve local community information and history.

### **III. SPECIFIC SELECTION POLICIES BY COLLECTION**

In addition to the general criteria listed in Section II.D, each of the library's special collections also employs its particular criteria to select appropriate materials.

#### **A. REFERENCE COLLECTIONS**

##### **1. PURPOSE:**

To select and maintain a reference collection that meets the needs of citizens in the Portage District Library service area, and, at the same time, to keep the collection at a size that can be efficiently managed and used by the reference staff. (Reference materials do not circulate.)

##### **2. SPECIFIC CRITERIA:**

- a. Materials that provide facts and information in demand or of potential use by those to be served by the Portage District Library or by staff;
- b. Materials, which can be updated, should be current;
- c. Materials should complement existing materials;
- d. Academic and/or technical level materials should be within the range of users and staff.

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## B. PERIODICALS COLLECTION

### 1. PURPOSE:

To supplement and complement the library's main collection. The Periodicals Collection is intended to be timelier and more frequently updated than the regular library collection. Most materials circulate, except for the most recent copies of all titles, and a few other exceptions.

### 2. SPECIFIC CRITERIA:

- a. Offers ease of information retrieval, such as, but not limited to, inclusion in a standard periodical index or abstracting journal;
- b. Contributes to a balance and range of information;
- c. Provides lasting value;
- d. Has high quality of writing and/or design;
- e. Is within both budget and space constraints for the collection.
- f. Popularity with library patrons.

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## C. HERITAGE ROOM

### 1. PURPOSE:

The Heritage Room operates as a function of the Portage District Library. It has been created to serve as a history research center as well as a library archive. The goals of the Heritage Room are to collect, care for, interpret, promote and make available for research and reference, materials which promote a greater understanding of the history of the people and the City of Portage, previously known as the Township of Portage. In order to enhance the local history collection, the Heritage Room will collect and make available published materials covering the state of Michigan, which help to interpret local materials within the scope of a broader historical context.

### 2. SPECIFIC CRITERIA:

- a. The Heritage Room's primary objective is to preserve and make accessible local history information for scholars, students and the public. The Heritage Room seeks to document the social, economic, religious, business, governmental and multi-cultural development of the Portage, Michigan area. Emphasis is on primary source materials that provide local history information. Among these primary sources are: manuscript collections, ranging from single letters to extensive records of organizations and businesses; photograph, film and video collections; oral history interviews; newspaper collections; manuscripts and printed maps; scrapbooks; and microfilm copies of Federal Michigan Census from 1840 to 1920.

- b. The secondary objective of the Heritage Room is to document the history of the Portage District Library. It contains the papers of the administration, personnel, programs, Library Boards, and Friends of the Portage District Library.
- c. The geographic scope of the Heritage Room and the areas on which the most detailed collecting should be placed are: the City and School District of Portage, Kalamazoo County, Southwest Michigan, Michigan, Regional and United States.
- d. The subject scope of the Heritage Room is as follows: All subjects relating to Portage are collected including, but not limited to: biography, business, buildings, the arts, government, religion, health, recreation, environment, education, and transportation. A special effort is made to obtain materials relating to minorities, and women. It is also important to represent the various social and economic strata of the community, from large corporations, to the lives of workers. Examples include: histories, directories, biographical information, businesses, schools, colleges and universities and association items.
- e. The Heritage Room will seek to acquire genealogical material for all counties in Southwest Michigan. Materials, which are from other areas in the United States, but are relevant to the collection, may occasionally be selected. Genealogical material from other countries, which contributed to the population of the Portage area, may be collected on a limited basis. Genealogy research books, and periodicals will be acquired to aid in research techniques. Researchers of family histories are encouraged to deposit copies of their work.

### 3. EXCLUSIONS:

- a. Items, which are accepted into the collection of the Heritage Room, become the sole property of the Portage District Library. Any item, which is determined to be outside the collecting scope of the Heritage Room, will be separated according to the terms of the material disposition form, which accompanies the *Deed of Gift*. Separation will only take place after approval has been granted by the Library Director.
- b. Items, which were found in the collection prior to January 1, 1997, which do not follow guidelines set forth in the Heritage Room Policy, will be reviewed by the Heritage Room Library Associate and the Library Director. Disposition will be determined on the basis of relevance to the collection.

**D. ADULT COLLECTION**

**1. PURPOSE:**

To provide citizens within the Portage District Library service area with current information on subjects of topical as well as continuing interest; differing points of view on contemporary and controversial issues; historically significant points of view; materials for instruction in areas of interest; and materials for entertainment and recreation.

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**E. SPECIAL SERVICES TO REMOTE LIBRARY USERS**

**1. PURPOSE:**

To help meet informational needs of remote library users within the Portage District Library service area by providing access to and assistance in locating information and materials via telephone, Email and fax. The goal is to increase the quality and quantity of reference library service to more patrons and add depth and substance to library reference service. Remote library users will be provided faster and more personalized service, with the designated librarian doing more of the searching, collecting and retrieval of reference materials, web sites, pleasure reading, viewing or listening

**2. SPECIFIC CRITERIA:**

- a. A ready-reference collection will be utilized, and guidelines followed for providing services to remote library users, in order to ensure consistent high-level reference service.
  - b. Provides informative, current and accurate information for remote library users via telephone, Email or fax, within a reasonable timeframe.
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**F. NON-PRINT MEDIA COLLECTION**

**1. PURPOSE:**

To help meet informational needs of citizens within the Portage District Library service area, by providing access to, and assistance in locating, information and materials in non-print formats. The library selects material in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom To Read and Freedom To View statements.

**2. SPECIFIC CRITERIA:**

Selection of non-print media materials follows the same guidelines and principles as those for print materials (See II. General Selection Policy).

### **G. CHILDREN'S COLLECTION**

#### **1. PURPOSE:**

To provide materials in various formats to meet the needs of children (birth through 5<sup>th</sup> grade) for recreational, informational, and self-educational use, as well as to supplement their formal education.

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### **H. CHILDREN'S PROFESSIONAL COLLECTION**

#### **1. PURPOSE:**

To provide materials for in-house use by professionals servicing children, such as librarians, teachers, counselors, etc., to guide them in meeting the recreational, informational and educational needs of youth.

#### **2. SPECIFIC CRITERIA:**

To qualify for inclusion in the Children's Professional Collection, a work will fall into one or more of these categories:

- a. Adult-level reference and other materials about children's authors, illustrators, editors and publishers;
- b. Professional journals relating to children's literature and reading;
- c. Examples of unusual or notable materials for children;
- d. Information about children's reading and the reading process;
- e. Toy books and other items relating to children's books;
- f. Materials about the development, planning and presentation of programs for children and adults.

The Children's Professional Collection is a non-circulating collection, however additional copies of some, but not all, materials in this collection may also be available in the library's circulating collections.

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### **I. PARENT/TEACHER COLLECTION**

#### **1. PURPOSE:**

To provide materials for parents, guardians, teachers and counselors about parenting, child development, reading and other areas specific to the educational, developmental and recreational needs of youth. Each title is marked "PT" to indicate that it is part of the Parent/Teacher collection, and items are circulated following standard procedures.

## J. TEEN COLLECTION

### 1. PURPOSE:

To provide teens (6<sup>th</sup> grade to 12<sup>th</sup> grade) within the Portage District Library service area with current information on subjects of topical as well as continuing interest to this age group; with materials in age-specific genres; with materials showing differing points of view on contemporary and controversial issues and historically significant points of view; with materials for instruction in areas of teen interest; and with materials for entertainment and recreation. The Teen collection will contain: fictional materials, recreational non-fiction, and a small collection of topical subjects. The core of non-fiction materials for high school students will continue to be determined by the Adult Collection Policy (see section D of the Materials Selection Policy).]

### 2. SPECIFIC CRITERIA:

- a. Teen materials are selected carefully, following general materials selection policy guidelines, and using reviews and recommendations for age specific materials.
- b. Special effort will be made to select teen genres, author series and materials of popular interest to teens.

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## IV. CONTROVERSIAL MATERIALS

The Portage District Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy: 1) Library Bill of Rights, 2) Freedom to Read and 3) Freedom to View.

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## V. GIFTS

All gifts are subject to evaluation by the general and specific criteria listed in the policy for the relevant collections. Donors are informed that any gifts to the Portage District Library will become the sole property of the library, and may or may not be added to the collection. Any item, which is not added, may be donated to another institution where it might be used, or it may be sold in a Friends of the Library Book Sale. Monies from such sales are used to benefit Portage District Library services and programs.



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**VI. COLLECTION MAINTENANCE**

As materials become worn, dated, damaged or lost, replacement will be determined by the appropriate staff member, who will determine whether or not:

- A. The item is still available and can be replaced;
- B. Another item or format might better serve the same purpose;
- C. There remains sufficient need to replace that item;
- D. Updated, newer or revised materials better replace a given item;
- E. The item has historical value;
- F. Another networking agency could better provide that or a comparable item.

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**VII. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Portage District Library Board, administration and staff support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill Of Rights and its statements on Freedom To Read and Freedom To View. The library staff applies the selection criteria described in this Materials Selection Policy and thus endeavor to provide books and other materials that reflect the diversity of viewpoints within the community.

When a request for reconsideration is made by a patron, the procedure listed below is followed:

- A. A member of the library staff explains the selection policy to the patron. If the patron wishes, he/she may then submit a written Request for Reconsideration of Library Resources to the Library Director.
- B. The completed form is reviewed by one or more members of the library staff who have responsibility for materials selection, and by the Library Director. The library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in Sections I through V were applied in the selection process. The Library Director or a member of the library staff sends a written response to the requester within 14 days of the date that the reconsideration form was submitted. The Library Director also notifies the Library Board of each Request for Reconsideration submitted.

- C. If the requester is not satisfied with the decision of the library staff, he/she may appeal in writing to the Library Director, who then convenes a Reconsideration Committee. This committee will consist of:
1. One member of the Library Board;
  2. One member of the library staff with responsibility for materials selection who has not previously considered the material in question;
  3. One resident of the library district other than the requestor, who is chosen by the requestor. In the case that the requestor does not identify a member for the Reconsideration Committee, the Library Board will select a resident of the library district.
- D. In reviewing the request for reconsideration, the Reconsideration Committee employs the selection criteria (described above in this document) and considers other appropriate information, including professional reviews and recommendations, comments from the library staff, and comments from the requester. Library resources are not removed from the collections during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the Reconsideration Committee, the Library Director or other appropriate library staff.
- E. Within 45 days, the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision.
- F. Should the requester wish to appeal this decision, he/she may make a final appeal in writing directly to the Library Board which will schedule and conduct a public hearing within 30 days of the final written appeal in order to reach a final decision.
- G. No more than one appeal may be initiated on a specific title in five (5) calendar years.

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## APPENDICES

1. Library Bill of Rights
2. Freedom to Read Statement
3. Freedom to View Statement
4. Request for Reconsideration Form

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Adopted by the Portage District Library on: April 20, 2000

Revised by the Library Board: October 22, 2007

