

## **MATERIALS SELECTION POLICY**

The purpose of this document is to serve as a guide in the selection of books and other library materials for the Apache Junction Public Library in Apache Junction, Arizona. The policies stated herein shall not be considered unalterable regulations or restrictions, but may be amended when, in the judgment of library staff, such amendments will permit the addition of valuable material to the general collection. Written amendments to this policy must be approved by the Library Board of Trustees.

### **I. THE ROLE OF THE LIBRARY**

- A.** The library assembles, preserves, organizes, and offers guidance in the use of print and non-print materials, within the limits of space and budget restrictions, to all Apache Junction area residents regardless of race, creed, color, disabilities or political persuasion. Access to such materials will enable the people of the community to:
  - 1. Find reliable and current information and keep pace with significant ideas and progress in all fields of knowledge
  - 2. Become more familiar with their cultural heritage and with the history and literary heritage of Apache Junction
  - 3. Supplement formal study and encourage informal self-education
  - 4. Become more capable in their occupations
  - 5. Develop their creative capacities and increase their appreciation of the arts, literature and sciences
  - 6. Become enlightened citizens
  - 7. Make such use of leisure time as will promote their personal and social well-being
- B.** The library sponsors and co-sponsors programs that help fulfill the above listed aims.
- C.** The library attempts to provide materials and offer services of use to community organizations, business firms and government agencies operating within the City of Apache Junction.
- D.** The library cooperates with other agencies within and without the community to realize its aims more fully. These agencies include but are not limited to the following:

1. Local schools and educational facilities in other localities which offer courses of study to residents of the community in order to:
  - a. Encourage good reading habits.
  - b. Orient people in the proper use of the library
  - c. Help meet the supplementary reading needs of students in elementary, secondary, college and adult education classes.
2. Other libraries that can through their resources provide information not immediately available at the local library level or, conversely, for whom the Apache Junction Public Library can provide information. Particular emphasis on inter-county cooperation will be given by the library staff.

E. The Apache Junction Public Library and its Library Board view as guidelines the Library Bill of Rights and the Freedom to Read statement adopted by the American Library Association. Copies of these documents are appended to this policy statement.

## **II. RESPONSIBILITY FOR SELECTION**

The responsibility for selection lies with the professional staff of the library. Other staff members, as well as members of the general public, may make recommendations for consideration. The ultimate responsibility for book selection rests with the Director of the Library who operates within the framework of policies determined by the Library Board of Trustees.

## **III. STANDARDS FOR SELECTION**

- A. Selection decisions will be based on some of the following criteria:
1. Positive reviews in recognized reviewing sources
  2. Inclusion in lists of recommended books for public libraries or other authoritative bibliographies
  3. Direct examination of the work for content, format, and ease of use
  4. Patron request and/or popular demand
  5. Price
  6. Relationship of the work in question to the existing collection
  7. Authoritativeness of the work
  8. Contemporary importance or permanent value

9. Meets library standards of physical and technical excellence
  10. Availability of material in other nearby locations, especially if of a specialized subject area having limited appeal
- B.** The library will attempt to represent all approaches to public issues of a controversial nature. The library does not promulgate particular beliefs or views, nor is the selection of any given book equivalent to an endorsement of the author's accuracy or viewpoint. If a scarcity of information in a particular subject area exists, material in that area may be selected, even though it does not meet the usually applied standards.

#### **IV. RESPONSIBILITY FOR DESELECTION**

In accordance with space and efficiency requirements of the facility and recognized standards for weeding library materials, guidelines, as outlined in the Library Procedures Manual, will be used for permanent removal of items from the library's cataloged collection. The Library Director will make the final decision concerning removal or retention of items.

#### **V. SCOPE OF COLLECTION**

The Apache Junction Public Library collects materials for adults that includes fiction and non-fiction books, local history materials, pamphlets, maps, large print materials, audio materials, video materials, reference sources, paperbacks, periodicals, electronic resources and multimedia as budget and space permit.

##### **A. FICTION**

The library will attempt to maintain a good selection of current fiction with the maintenance of the classic fiction collection. The fiction collection will be open to all patrons. Parents will have the responsibility of determining what their children should or should not read.

##### **B. NON-FICTION**

The library attempts to hold up-to-date information in all areas of knowledge. On issues of a controversial nature the library attempts to provide a variety of viewpoints and a balance of opinions. The Dewey Decimal System is used to classify non-fiction materials.

##### **C. REFERENCE**

Books and materials designed for reference work are located in a special area for use by patrons and the library staff. Most reference materials do not circulate.

#### **D. ARIZONA COLLECTION**

The library makes a special effort to collect history and Arizona materials. These are shelved in a special collection according to the Dewey Decimal System. Superstition Mountain materials will have a non-circulating copy kept ON RESERVE.

#### **E. MATERIALS FOR THE VISUALLY CHALLENGED**

For our patrons with a visual impairment, the library provides a collection of fiction and non-fiction books in large print. The library also participates cooperatively with the State Library's Talking Books program. The public library can arrange for a qualifying patron to use this free service which provides recorded books and periodicals. A limited number of fiction and non-fiction titles are on hand to start a patron in the Talking Books program.

#### **F. PAPERBACK BOOKS**

Due to the popularity of the paperback format and for price considerations the library maintains a large selection of paperbacks. They are circulated just like any hard cover book.

#### **G. VERTICAL FILE**

Pamphlets, pictures, and clippings on a variety of topics can be found in the vertical file. As a rule, this material is for in-library use only. Materials in this collection are filed by subject.

#### **H. PERIODICALS**

In an effort to have access to current information on a variety of topics the library attempts to acquire a number of magazines and newspapers to supplement the book collection.

#### **I. NON-PRINT MATERIALS**

The library adds to the video, microforms, audio, electronic, and other multimedia collections as budget permits and need arises. A separate multimedia policy has been adopted by the Library Board. For additional information on multimedia materials, please refer to that policy.

#### **J. COUNTY AND STATE MATERIALS**

On loan to Apache Junction Public Library from the Pinal County Free Library and the State Library Extension Division are a variety of materials intershelved with the library's own collection and appearing in the library's catalog.

## **K. CHILDREN'S AND YOUNG ADULTS' COLLECTIONS**

The library maintains special locations for children's materials and young adults' collections. Policies covering these areas of selection have been adopted by the Library Board. For further information on either of these areas please refer to the appropriate policy.

## **V. COMPLAINT PROCEDURES**

The library recognizes the right of any member of the public to express negative opinions on the selection of any material the library holds. For this reason the Library Board has approved the following procedure to handle complaints in an impartial and factual manner. The library will review selection decisions regarding specific materials upon the completion of the Book Selection Inquiry form by the individual or group raising the objection. Copies of this form will be available at the circulation desk. The completed form will be returned to the Library Director for review by the staff. If the complaint is not satisfactorily resolved, the patron may petition a hearing before the Library Board by filing the request with the Library Director within 30 calendar days after the Library Director has made a decision on the complaint. The decision of the Library Board is final.