

## **Materials Selection**

Authority for selection of materials is delegated by the Board of Trustees to the Library Director.

Following are general criteria for evaluating prospective acquisitions. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive:

- Contemporary significance, i.e. positive review by critics, staff members, patrons or in one or more appropriate professional journals;
- Popularity with patrons represented by requests, circulation statistics and/or observed use even if not enduring in value, interest, or accuracy;
- Cost;
- Appropriateness and effectiveness of the medium (book, CD, downloadable) to the content and format of material for Library use;
- Within limits of the budget for materials;
- Insufficient materials available on the same subject;
- Enhances a specific collection within the Library;
- Literary and artistic merit;
- Local author, producer, illustrator or subject;
- Accuracy of content.

New formats will be considered for the collection when by national and community trends and by evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format (e.g. eBooks and downloadable materials, DVDs, MP3 players, mobile devices, etc.). Availability of items in that format, the cost per item and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the District's collection.

## **Materials De-Selection**

Systematic weeding of the collection is required to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community and to make room for newer material. Weeding identifies damaged items, out of date material and duplicated copies that are in excess of current needs. Withdrawn material that is in good condition may be put in the Library book sale, sold through a vendor, offered to other libraries or non-profit agencies or recycled. Withdrawn material in poor condition and back issues of periodicals will be removed from the collection according to an established retention schedule.

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

1. There remains sufficient need to replace that item;
2. The item is still available and can be replaced;

3. Another item or format might better serve the same purpose;
4. Updated, newer or revised materials better replace a given item;
5. The set or series is incomplete;
6. The item has historical value;
7. Another networking agency could better provide a comparable item.

Materials withdrawn from the reference collection may be placed in the circulating collection if they are still considered useful.

The Salida Regional Library **Materials Selection policy** was adopted and approved by the Salida Regional Library Board of Trustees on January 23, 2018, reviewed February 26, 2019, reviewed Feb 25, 2020..