



## **Oak Ridge Public Library Materials Selection Policy**

### **Purpose**

This policy states the objectives for the Library's materials collection and establishes criteria for selection and withdrawal of all library material.

### **Background**

Oak Ridge Public Library (ORPL) maintains a library of popular, circulating materials. The Library manages an ever-changing, timely collection that informs, enlightens, and empowers every person in our community. We support the right of each individual to freely and privately read, listen, and view the full range of published thought and ideas.

In support of these ideals, the Library offers a collection of materials that is diverse, inclusive, and protected by the First Amendment of the United States Constitution. The Library endorses the American Library Association's Library Bill of Rights and Freedom to Read statement and all interpretations pertinent to the selection and use of library materials.

The Oak Ridge Room, housed within ORPL, collects materials pertaining to the social and municipal history of Oak Ridge and adheres to a specialized selection criteria and collection use practice.

All libraries are limited by budget and shelf space. The purpose of this policy is not only to establish the objectives of this collection but also to outline some of the steps taken to ensure that the library stays within its monetary and physical limitations.

### **Objectives of the Collection**

It is in the best interest of our community for the library to provide a collection of widely diverse perspectives. The Library is responsible for providing materials to patrons of all ages, backgrounds, and opinions. The Library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs. However, Oak Ridge Public Library is a popular materials library and our ability to provide in depth, specialized information is limited. The Library's collection includes, but is not limited to, print, sound recordings, video recordings and electronically accessed materials.

### **Responsibility for Selection of Library Materials**

Ultimate responsibility for selection of materials rests with the Library Director, who operates within the framework of the policies, goals, and objectives of Oak Ridge Public Library and the City of Oak Ridge. The Director will delegate to appropriate staff members authority to interpret and apply the policy in daily operations. It is the responsibility of each employee to record and communicate user requests and needs so that they may be considered in the collection.

The Children's Librarian selects all juvenile and young people's materials.



Material for the Oak Ridge Room is selected and curated by the Local History Specialist.

As a popular materials library, the library bases its selection process on:

- Stated public demand, as demonstrated through circulation performance, holds, requests for purchase and other trackable instances; or anticipated by popularity in the mainstream and library related press.
- Needs of the collection. Some areas are deemed important enough that the library will provide it regardless of popularity. Some examples are information about the law including the Tennessee Code Annotated and the structure of federal and state government; materials about underrepresented people, places, and issues; information on public and personal health.

All or some of the following general criteria will be considered when making selection decisions:

- Suitability of subject, style, and format for the intended audience. (The Library does not purchase textbooks or other curriculum-related materials unless they provide the best or only coverage available in a subject area.)
- Professional reviews
- Durability of physical format
- Relevance to present and potential informational, educational, and leisure-time needs
- Importance as a document of the times
- Reputation and/or significance of author or illustrator
- Relation to existing collections and other materials on the subject
- Availability of material elsewhere in the community
- Volume and nature of requests by public
- Acceptable literary and artistic quality

Materials may be judged unacceptable for certain general or specific deficiencies:

- Lack of lasting quality in subject or style
- Lack of sufficient usefulness or appeal
- Presentation of obsolete or inaccurate information
- Inadequacy in comparison with other similar materials already in the collection
- Lack of physical durability

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when those requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries (Interlibrary Loan) or electronic retrieval.

Donations and gift items are subject to the same selection criteria used for purchased materials. Items not chosen for the Library collection may be given to the Friends of the Oak Ridge Public Library (FOL) for inclusion in their book sales.



## Independently Published Material

Oak Ridge Public Library is sometimes asked to include items in our libraries that are written and/or published independently. This can include materials that are self-published or self-produced or items published through a vanity press company. The best way to bring an item to the Library's attention is through reviews. Review sources that specialize in independently published material include the following:

- Foreword
- Small Press Review
- Independent Publisher

A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly or in the Sunday edition of the local daily paper will give an independently published book an improved chance for selection.

Information regarding the material should be sent to the library using the Request for Purchase form found on the library's website. Please include:

- A brief summary of the material
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- OCLC World Cat Record

Preview copies will be treated as a donation and their disposition will be covered under our Donations Policy.

## Media and Electronic Resources

The Library is committed to offering access to materials in a variety of formats, including digital and streaming materials.

While the library's criteria for selection applies to all formats, it is acknowledged that digital resources present unique access and monetary challenges. When evaluating digital resources, the library will consider the following:

- Demand for the format from the community
- Ease of use by library patrons and staff
- Start-up and maintenance costs
- Availability of training and support for staff
- Longevity of format
- Impact on library space and storage
- Accessibility



## Periodicals

Periodicals are selected and evaluated annually to supplement the book collection and to provide materials on current issues for general reading. The Library selects newspapers of local, state, and national interest.

Periodicals are offered in print and/or electronic format.

## Local Authors

The Library supports the endeavors of local authors and artists. Our local author collection houses print materials written or illustrated by people living in Oak Ridge now or in the past or by those that have a significant connection to Oak Ridge. The primary method of collecting local author material is through donations and Requests for Purchase. Regardless of authorship, all library materials are subject to the same selection criteria. **In the case of local authors, the library will look for evidence of qualified editing and an ISBN. Books written by local authors that have been reviewed by a reputable source will be given priority.** The decision to add a title to the Library's collection is made by the appropriate selector. If the donated item is not suitable for the library's collection, it will be given to the Friends of the Library for their book sales. If the donating party would like their item returned to them if not added, the donating party is responsible for leaving those instructions along with the item. The library will not pay postage to return items but will make every effort to contact the individual and arrange for pick up.

The criteria for collection development for local authors include the following:

- a. The local author collection will collect works by Oak Ridge natives, those currently or previously living in Oak Ridge, or by those who have a significant tie to the city.
- b. Things of interest for the local author collection is as follows:
  - Print fiction
  - Print nonfiction
  - Sheet music
  - Recorded music
  - CD-books
  - Movies
- c. Items in the local author collection may include a duplicate copy in the ORR collection. Acquisition of duplicates is at the discretion of the ORPL Director based on its pertinence to the history of Oak Ridge.

## Oak Ridge Room Selection Policy

### Mission statement/purpose

The ORPL Oak Ridge Room (ORR) is a repository for the City of Oak Ridge. The mission of the ORR is to acquire, appraise, preserve, interpret, and disseminate municipal and social historic information pertaining to the City of Oak Ridge, as well as relevant information about Anderson and Roane counties.



In order to assist the public in understanding, appreciating, and caring for the heritage of the City of Oak Ridge, library staff maintains information about the records in its collections, interprets the history and culture of the City of Oak Ridge to the public, responds to inquiries within the area of ORR jurisdiction and staff expertise, and seeks to implement professional archive standards. Final selection of materials is at the discretion of the ORPL Director.

The following is a sample of records ORR collects:

- School yearbooks
- Newspapers
- City Council Minutes

Out of purview for the ORR:

- Three-dimensional objects
- Scientific research papers

### **Scope of collections**

The primary method for acquiring new accessions to the collection is through donations.

The criteria for collection development for the ORR include the following:

- Records of significance to the City of Oak Ridge before and after incorporation.
- Records from all cultures and ethnic groups.
- The most original format of records. For example, negatives are the most original format for photographs making them the preferred format; in cases where there is not a negative, a print photograph will be accessioned.
- The archives collecting focus is almost exclusively two-dimensional objects. Items include:
  - Books
  - Photographs
  - Manuscripts
  - Maps

The archives will also collect AV material such as:

- CD-Books
- Movies
- Collecting is also guided by the ORR's ability to provide proper care for acquisitions. In many cases this means that the ORR only manages up to one duplicate of a work. Appraisal of duplicates is left to the discretion of the ORR staff.

### **Donation Policy**

The Library accepts donations of books, audiobooks, and DVDs that are in good condition. Donated materials may be added to the collection if it is a current publication in like new condition and meets the selection criteria.



Gifts must meet the same guidelines as selected material. Donated materials are accepted with the understanding that the Library has the right to determine the disposition of the gift items. Donations become the property of the Library, and may be given to other libraries and nonprofit agencies, sold at Friends of the Library book sales, or discarded at the discretion of Library staff. Donated materials which have been added to the collection will not automatically be replaced if worn-out, damaged, or lost, or if they have become obsolete.

Examples of materials that may not be added to the collection include those that are outdated, are in poor physical condition, lack any reviews or are poorly reviewed in professional reviewing sources, or are duplicates of items the Library already owns in sufficient quantity. Preview copies, provided at no cost as promotional materials, will not be added to the collection or sold at a Friends of the Library book sale.

## **Use of the Library's Collection**

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the Library's objectives and serves the expressed or anticipated needs and interests of the community.

The Library considers reading, listening, and viewing to be individual, private matters. The Library believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (in loco parentis).

The Library collection will be organized, marked, and maintained to help people find the materials they want.

## **Reconsideration of Materials**

Should a member of the community question the placement of a book or other material in the collection, they may submit a Reconsideration of Library Materials form. These forms are available at the circulation desk of the Main Library.

In order to submit a Reconsideration of Library Materials form, the community member must

- be a participating patron of the library
- have returned the item being proposed for reconsideration to the library
- adhere to the process established in the Reconsideration of Library Materials form.



## **Collection Maintenance**

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation. Our weeding practice is based on the CREW method (Continuous Review, Evaluation, and Weeding) and which gives guidelines for retention times and removal criteria.

### **Replacement Criteria**

While ORPL attempts to have copies of standard and important works, it does not automatically replace all withdrawn materials. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies

Existence of adequate coverage of the subject in the collection

- Demand for the specific title or subject area
- Availability of material

### **Removal of Withdrawn Material**

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. ORPL reserves the right to determine how materials are removed.

## **Review and Revision of Selection Policy**

Library staff regularly reviews the Materials Selection Policy to ensure that it meets community needs.