

# Selection Policy

## Hazen Public Library

### **Purpose**

The purpose of this policy is to guide library staff in the selection of library materials, to inform the Library Board and the general public of the principles upon which selections are made, and to declare the library's commitment to the principles of free access to ideas and information.

### **Library Mission, Goal, and Objectives**

The mission of the Hazen Public Library is to provide and promote open access to reading and cultural, intellectual and informational resources that will enrich and enlighten all segments of our community.

### **Intellectual Freedom**

The Hazen Public Library is committed to the principles of intellectual freedom and affirms the American Library Association's Freedom to Read Statement and the Library Bill of Rights. As such, materials representing diverse viewpoints on topics, including controversial ones, are actively collected. Selection of an item does not indicate that the Library, its Board, or its Staff agrees with the ideas and viewpoints it presents.

### **Target Audience**

Materials acquired by the library will support library patrons who are:

- a. Pursuing life-long learning;
- b. Using leisure time to enjoy books and other library materials;
- c. Improving skills in daily life and pursuing hobbies;
- d. Keeping abreast of new ideas;
- e. Examining various sides of issues;
- f. Becoming informed citizens of the community, the nation and the world;
- g. Improving business success and occupational performance;
- h. Discovering and developing creativity.

Over the years, the share of the budget and shelf space allotted to each of these purposes will shift according to use and demand, but each one will always be presented in our collection.

### **Responsibility for Selecting Library Materials**

The Library Director is responsible for the selection of the library materials. Recommendations by the assistants and patrons will be taken into consideration.

### **Evaluative Criteria and Selection Aids**

Selection of library material is an active process that applies both to materials purchased by the library and materials donated to it. The following criteria are used in the selection process to

help ensure that all materials in the library are in keeping with its goals and mission and are of use to the community served.

- The collection will attempt to provide a balance of viewpoints on all controversial issues
- The collection will attempt to include a cross-section of media formats, topics, and viewpoints representative of patron needs and interests
- The library will attempt to meet all relevant collection standards, whether issued by governmental agencies, professional associations, or regional accrediting bodies
- Reviews from professional publications (journals and websites), as well as patron requests are considered in the selection of library materials.

Specific criteria can be provided by audience or age level, by subject area/Dewey range, material type (large print, digital, A/V, etc.), special collections, etc. Examples of specific criteria that can be used include:

- Authority (is it from a trusted source—both author and publisher can factor in)
- Self-published/POD
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Currency of the publication
- Artistic presentation and/or literary merit
- Popular interest
- Relevance to the community
- Structural integrity
- Materials by local/ND authors
- Materials about the city/county/state
- Redundancy with materials available through Online Library
- Price

Selection Aids:

- Subject bibliographies
- Standard lists
- Library catalogs
- Reviews from:
  - Subject specialist journals
  - Library journals
  - Book selection journals
  - Newspapers (local and national)

### **Special Collections**

1. **Local History:** The library acknowledges a particular interest in the local history of the area and in the works of local authors and artists. Everything reasonably obtainable will be acquired and preserved.

2. Legal and Medical: The library purchases general legal and medical materials intended for the citizen or general reader.
3. Religion: The library will attempt to acquire major works representing all doctrinal beliefs without prejudice.
4. Textbooks: Textbooks will be acquired for the collection when they are the best, or only, source of information on a subject deemed of interest to library users. The library will not attempt to acquire texts to provide basic curriculum support for the public or private schools in the area, but will acquire supplemental study materials for students.

### **Resource Sharing**

The majority of Hazen Public Library's items can be requested to be on hold for you at the library through our online library catalog or via phone at 701-748-2977. Our library catalog shows items from all Central Dakota Library Network locations which may be requested to be delivered to the Hazen Public Library.

If you cannot find the item you are looking for in our library catalog, the library provides Interlibrary Loan (ILL) services for our current cardholders who have a library card in good standing with overdue fines of less than \$3.00.

Materials can also be ordered from locations inside and outside of North Dakota through the North Dakota State Library (ODIN).

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