

# **Acquisitions Policy for North Shelby Library**

**North Shelby Library**  
**5521 Cahaba Valley Road**  
**Birmingham, AL 35242**



## **Responsibility for Selection**

Although the North Shelby Public Library Board of Trustees is legally responsible for the operation of the library, the responsibility for the selection of library materials is delegated to the librarian.

## **Objectives of Selection**

In order to assure that the library is a place where information, ideas and resources are available to all patrons the following selection objectives are adopted:

-To provide materials that will enrich and support the personal needs of the users, taking into consideration their varied interests, abilities, and learning styles;

-To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards in a pluralistic society;

-To provide a background of information which will enable patrons to make intelligent judgments in their daily lives;

-To provide materials on opposing sides of controversial issues so that no one viewpoint is unduly represented.

-To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

## **Criteria for Selection**

Selection of books or other library material shall be made on the basis of their value of interest, information, and enlightenment of all people of the community. No book or library material shall be excluded because of the race, nationality, religion, or the political or social views of the author. The Board of Directors will uphold the principle that censorship is largely an individual matter and declares that while anyone is free to reject for oneself books which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom to read of others.

## **Guidelines for Evaluation and Selection of Library Resources**

-Materials must be relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society.



- Materials must be needed and of value to the collection.
- Materials must be representative of differing viewpoints on controversial subjects.
- Materials must be representative of artistic, historic, and literary qualities or significance of author or producer.
- Materials must be clear and accurate with the scope of text or audiovisual presentation appropriate to the needs of the users.
- Materials must be of quality format and value, commensurate with cost and/or need.
- Materials must provide a stimulus to creativity.

### **Procedure for Selection**

In selecting materials, the librarian will:

1. Evaluate the existing collection;
2. Assess needs;
3. Examine materials;
4. Consult reputable, professionally prepared selection aids.
5. Solicit and consider recommendations for acquisitions from patrons.
6. Judge gift materials by the criteria listed in the "Policy on Gifts to North Shelby Public Library" accepting or rejecting them on the basis of those criteria.
7. Remove obsolete materials from the collection since selection is an ongoing process.  
[see "Collection Maintenance /Weeding Policy"]

### **Policy for Gifts to North Shelby Public Library**

The North Shelby Public Library welcomes gifts of books, periodical subscriptions, works of art, media, other educational materials and equipment, and money for the purchase of library media materials and equipment.

Materials and equipment are accepted with the understanding that the item(s) meet(s) the standards in the library's Selection and Acquisition Policy.



Gifts are irrevocable; those weeded from or not added to the collection may be disposed of as the librarian deems appropriate.

The Library Board or librarian reserves the right to determine appropriate use, housing, and maintenance of gifts.

The librarian will not appraise gifts. A donor may request a receipt for the number of items donated.

North Shelby Public Library hereby states it is currently in good standing with the Internal Revenue Service as a charitable organization under 501(c)(3) of the Internal Revenue Code and contributions to the North Shelby Public Library are deductible charitable contributions to the donor. We have also received sales tax exemption from the State of Alabama Department of Revenue.

Donors will be supplied with appropriate statement regarding any monetary donation which is tax deductible.

### **Collection Maintenance/ Weeding Policy for North Shelby Public Library**

Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This final step in the selection process ensures the library collection will contain materials that are factual and instructionally effective; useless materials are to be discarded. The librarian should consider space, budget, curriculum, and user needs when deciding how much and how often to weed. The librarian will decide how to best dispose of discarded materials.

#### **Suggested Criteria for Weeding**

Record of use- the item has not circulated for 3 years.

Currency- the subject matter is out-of date, factually inaccurate, or no longer relevant to current times; illustrations are outmoded or perpetuate gender, racial, or cultural stereotypes.

Technical Quality- non-print materials with poor visuals, faded or off-color visuals; faulty or inferior sound reproductions.

Dispensability- duplicate copies or duplicates no longer needed in the collection.

Physical Condition- the item is torn, soiled, or worn; pages or parts are missing.



Poor Purchases- materials purchased that were not quality items and/or items not appropriate.

Reliability- non-fiction item which contains factual information inconsistent with other sources.

Short-lived Topics- the item is faddish and no longer of interest.

Subject Areas- the information is not timely.

Dewey Decimal Balance- the item is unneeded to balance the collection.

Some information should not be discarded even though it meets one or more of the criteria listed.

An item should NOT be discarded if

- It is a work of historical significance in the field of literature.
- It has unusual illustrations or the illustrations are by a well-known artist.
- It is a work by a local author or illustrator.
- It describes local history or personalities.
- It is a memorial gift.

## **Complaint Procedure**

The North Shelby Public Library supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Association of Librarians. In the event that materials are questioned, the principles of intellectual freedom, the right to access materials, and the integrity of the librarian must be defended rather than the materials.

If a complaint is made, the following procedures shall be followed:

1. Inform the complainant of the selection policies and the procedures for questioning materials.
2. Request that the complainant submit a formal complaint form.
3. Inform the Board of Directors and the library Review Committee.
4. Keep challenged materials on the shelves during the reconsideration process.



5. Upon receipt of the completed complaint form, the librarian will request a review of the challenged material by the review committee within fifteen working days, and notify the complainant that such review is being done.

**The Review committee is appointed by the Board of Directors of North Shelby Public Library consisting of:**

Board Member  
Friend of the library  
North Shelby Librarian  
Librarian in the community

The review committee takes the following steps after receiving the challenged materials:

- reads, views, or listens to the material in its entirety;
- checks general acceptance of the material by reading reviews and consulting recommended lists;
- determines the extent to which the material supports the selection policy;
- judges material for its strength and value as a whole and not in part;
- review committee decision goes to the board

The librarian will inform the complainant in writing of the decision made by the review committee.

A written appeal may be made to the Board of Directors concerning the review committee's recommendation.

Retain or withdraw challenged materials as mandated by the decision of the Library Board.