

SEMINOLE COUNTY LIBRARY SERVICES DIVISION



Procedure #:	2.2	Eff. Date:	April 2016
Section:	Collection – Policies	Revision:	April 2016
Topic:	Library Materials Selection Policy		

DEPARTMENT POLICY: The materials selection policy is a collaborative undertaking between the Library Services Division Manager, Library staff, and the Seminole County Board of County Commissioners.

DEPARTMENT BUSINESS RULES: The Materials Selection Policy should be followed for procuring new materials.

LIBRARY MATERIALS SELECTION POLICY

PURPOSE OF THE MATERIALS SELECTION POLICY

In support of its missions “to preserve and encourage the free expression of ideas essential to an informed citizenry” the Seminole County Public Library fully endorses the principles documented in the *Library Bill of Rights* and the American Library Association’s *Freedom to Read Statement*. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

SCOPE OF THE COLLECTION

The primary responsibility of the Seminole County Public Library is to serve the citizens and employees of Seminole County by providing a broad choice of materials to meet their informational, educational, cultural, civic, and recreational needs. Materials are selected to aid individuals, groups, and organizations attain practical solutions to daily problems, and to enrich the quality of life for all community members.

CRITERIA

Standards of professional librarianship and criteria employed for selection decisions include:

- Demonstrated or perceived interest, need, or demand by Library users or potential users
- Contemporary significance, popular interest, permanent value, or community assistance value
- Relevance to the experiences and contributions of diverse populations
- Quality, including accuracy, clarity, usability
- Critics’ reviews
- Evaluation of titles in relation to current holdings and customer demand
- Availability of information regionally or electronically
- Relation to existing collection
- Format, durability and ease of use
- Value of resources in relation to cost

- Circulation as monitored through the automated system.

FORMATS

The Library acquires materials in a variety of formats: books (both hardcover and paperback); e-books; periodicals and newspapers; electronic databases and networks.

The following materials may not be acquired:

- Text Books
- Materials publicized through infomercials or personal websites
- Self-published materials, unless reviewed in established publications
- Not obligated to add to the collection all Florida publications or authors
- Not obligated to add to the collection all items in a series
- Not obligated to add all author's work or ongoing publications.

The library continuously reviews and revises the mix of formats it acquires in response to the development of new media and the demonstrated and perceived needs of its users.

SUGGESTIONS FOR PURCHASE

Suggestion for purchase enables residents to request a particular item. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

FORMS:

Library Bill of Rights

Freedom to Read – American Library Association