



# Policy

Adopted by Newberg Library Advisory Board May 15, 1986  
Revised November 21, 2008

## Materials Selection Policy

### **Purpose:**

Newberg Public Library strives to enrich and nourish the life of our community, providing countless opportunities for the integration of people and knowledge. The objective of the collection is to uphold this mission and the purpose of this selection policy is to provide guidelines for library staff in the selection of materials and to inform the public about the principles upon which selections are made.

### **Responsibility for Selection:**

The ultimate responsibility for material selection, as for all library activities, rests with the library director. As with other operations, the Director may delegate selection of materials to other members of the staff who are qualified by reason of education and training. All staff members and the general public may recommend materials for consideration.

### **Budget Allocation:**

The Library strives to allocate 20% of the total library budget to be spent on collections.

### **Criteria for Selection:**

Materials for the library collection are chosen for a wide variety of reasons. Emphasis is placed on building a collection to meet the mission and goals of the library as defined by the Library Board. To build collections of merit, significance, and usefulness, materials must be measured by objective guidelines. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of materials, whether they are purchased or donated, several standards and combinations of standards may be used. An item need not meet all of the criteria in order to be acceptable.

### **Presentation:**

- Quality of content
- Quality and suitability of the physical format
- Clarity, accuracy, logic, objectivity and readability/usability
- Literary merit
- Appropriateness and effectiveness of the medium to the content

Produced with technical skill or artistically noteworthy  
Representation of a significant genre or culture  
Originality  
Strength of characterization and plot  
Authentic reflection of the human experience

**Other Considerations:**

Recognized by prizes, awards, etc given by critical organizations  
Longevity of appeal/ Sustained interest  
Popularity, contemporary or permanent value  
Extent to which the subject matter is already represented in the library collection  
Social Significance  
Attention of critics, reviewers, media and public  
Reputation of the standards of the publisher  
Date of publication and validity of content based on publication date  
Cost and availability  
Patron Requests

**Children's and Young Adult Materials:**

Materials for the Children's collection and the Young Adult collection will fall under the same general selection criteria as listed above. Materials must be suitable in reading level, interest level, and treatment of the subject to the age of the intended audience. The Library does not support school curriculum such as purchasing textbooks or other school specific materials.

**Non-print materials:**

Modern libraries have available to them a wealth of materials in formats other than the printed word. These materials include audio books and music, video, computer software and online tools. As with print materials, when judging the quality of non-print items, several standards may be used. The general selection criteria, as listed, apply to non-print materials as well.

**Materials from other libraries:**

The Library belongs to the Chemeketa Cooperative Regional Library Service (CCRLS) and through that service, the collections of 17 other area libraries are readily available, through the automated catalog, for patrons to borrow in an easily accessible fashion. Selectors will consider the availability of materials in other CCRLS libraries when making decisions. The Library will, however, select and purchase materials to build a strong collection and not rely upon the materials purchased by other libraries.

Materials requested by individuals from CCRLS libraries and through interlibrary loan fall under the selection policies of those libraries and may or may not meet the Library's selection criteria.

**Gift Items:**

All gift materials are received by the Library and are reviewed for inclusion using the above selection criteria. Once items are donated they become the property of the library to use or dispose of at our discretion. Items not retained for the collection are donated to the Newberg Library Friends and may be used in sales that support library programs and operations. Items

donated in memorial will be treated with special respect but will be subject to the same scrutiny as other selected items.

**Maintenance of Collection:**

The library keeps its collection vital and useful by retaining or replacing essential material and by removing on a systematic and continuous basis those works which are worn, damaged, outdated or superseded, of little historical significance, or no longer in demand.

**Collection Review Procedure:**

The Library Board recognizes the right of individuals to question the inclusion of materials in the library collection. The Library will give serious consideration to each patron's opinion. Patrons may utilize the following procedure to request a reconsideration of library materials:

1. A Request for Reconsideration of Library Material form is completed and submitted to the director
2. The director and staff review/read the material in question and respond in writing to the individual within 14 days of receiving the Reconsideration Request.
3. The individual may appeal the director's response to the Library Board within 14 days of receiving the director's decision.
4. The Library Board receives the appeal, the director's response, the original reconsideration request and the material in question at their next board meeting.
5. The individual is invited to the following board meeting, where the Board will deliberate and make a decision.
6. The Board's decision may be appealed to the Newberg City Council and would follow the Council's procedures for appealing a city commission's decision to the City Council.

**Review of the Policy:**

This policy will be periodically reviewed by the Director and the Library Board to ensure that it is responsive to both the changing need and objectives of the Newberg Public Library and the changing nature of the community.

**Newberg Public Library**  
**Request for Reconsideration of Library Material**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Request made on behalf of:

- Yourself
- An organization (please specify) \_\_\_\_\_
- Another group (please specify) \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Format of item (book, audio book, cd, etc): \_\_\_\_\_

How was the item brought to your attention?

Did you read/view/examine the entire work?     Yes             No

What are your concerns about the item? (please be specific, use additional pages or the back of this sheet if necessary):

Did you find anything worthwhile in this work?

What would you like to see done about this item?

What other works would you recommend to convey the subject of this item?

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Library appreciates your interest. Your comments will be forwarded to the Library Director who will respond to you by letter within 14 days.

# *Library Bill of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 28, 1967; and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.