

3.3 Guidelines for Selection

Recognizing the many educational and recreational needs of an individual, as well as the community, all acquisitions, whether purchased or donated, are considered in terms of the following criteria:

- the physical format is suitable for library usage
- materials is important to the development of the general collection
- the material is written in a timely manner
- the author's competence and reputation
- the material is relevant and fulfills current or projected needs of the community
- textbooks and curriculum related materials are provided where the material also serves the public or where they provide information not otherwise available.
- medical and legal works will be acquired only if useful to the layman
- the availability of materials elsewhere
- materials have received attention from critics and reviewers
- materials reflect the local history of Oswego County
- materials provide varied complexity due to the wide and varied educational background of the community.

Paperbacks:

The library's general criteria for book selection are applied to paperbacks as well as to non-print materials covered below. Additional specific criteria for paperbacks include:

- new popular title or perennial favorites in great demand
- title or subject of major but intermittent demand
- the title is only available in paperback form

Newspapers, periodicals & pamphlets:

Selections are made to augment the book collection in the following ways:

- to cover most recent years
- to obtain information in areas not yet available in book form
- to provide reference material
- to provide general and recreational reading

Juvenile book selection:

The juvenile collection of the Oswego SD Public Library covers from infancy through age 12 as well as others whose interest and aptitude would be best served by elementary materials. *Intellectual freedom:* The Oswego SD Public Library reaffirms its support of the *Library Bill of Rights* and provides access to all ages and comprehension levels. In supporting the *Library Bill of Rights* the Library does not exclude *from* the juvenile collection materials that

present a candid view of life. The presence of illustrations or language that might be offensive to some of our clientele is not just cause to withhold the materials from the collection provided that the content and format as a whole conform to the general standards of quality.

General Standards of quality:

A. Content:

- Value of material in consideration of recreational, informational and cultural needs and potentials for readers, including children with special needs, talents, problems or interests
- Readability for age group intended
- Suitability for subject treatment and vocabulary to age of intended reader
- Timely value for contemporary society
- Competence and reputation of author or illustrator
- Insight into human and social conditions
- Suitability of physical format which will grant a reasonable permanence of the material a -
- Availability of the material elsewhere
- Relationship of material to existing collection comparing content, presentation, and appearance to similar work in the same field.

B. Suitability of material for library use

- Paperbacks are purchased as part of the juvenile collection
- The library does not provide textbooks (other than those donated or provided by teachers or the local school district) but instead provides supplementary materials for students

Non-print materials:

Audiovisual materials in a variety of formats are chosen to provide information, education and entertainment. In many cases, selections of materials supplement the printed collection of the library. Criteria will vary depending on the specific format in question but they follow the general selection criteria used for printer materials.

Video recordings: The Library intends to collect only items considered classical, educational or instructional. To be considered for purchase, a video-recording—if not instructional, must have been nominated for or received an award or have been based upon a child/adult book. The Oswego SD Public Library will not attempt to compete with the pure entertainment market.

Recordings & Cassettes: Recordings will be purchased for both adult and juvenile sections. Juvenile recordings will be based upon children's stories or songs. Adult recordings shall include musical as well as books on tape. The format to be purchased shall be cassette or compact disk. Purchase shall be based upon popular demand and relationship to the existing collection.

Controversial material:

The library has a responsibility to select a representative collection of materials including those on controversial topics. The library makes every effort to supply information which will

provide varied and balanced opinions in order that individuals may freely examine issues. Materials are selected on the basis of content as a whole.

Materials that contain frank treatment of certain situation; language or illustrations that may be objectionable to some are included if they meet general selection criteria. Each work must be judged on its own merits in light of the audience for whom it is intended. The library has an additional responsibility to protect the rights of mature or sophisticated readers by providing materials that are well balanced, authoritative and up to date.

Gifts: Gifts of books and other materials are accepted by the library with the explicit understanding that the library reserves the right to handle or dispose of them in the best interests of the institution. Such materials may be added to the collection when they meet the library's standards of selection and represent a particularly valuable asset. Only current periodicals are accepted. Limitations on staff time for the processing and space makes it necessary to be selective in acceptance of donations. People wishing to make a donation must first contact the library prior to making a donation. The Library reserves the right to reject any donations based upon the condition of the materials being donated. The library will provide receipts for donations stating only that the item is a donation of "x" number of books, cassettes, etc. No value will be placed upon the donation.

The Library encourages gifts of money for the purchase of books and other materials; especially those designated as memorial gifts. Whenever possible, memorial gifts will be purchased with the designee's interest in mind. All gifts will receive a bookplate designating them a gift or memorial.