

5. Materials Selection

5.1 Use of Library Materials

The library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and serving the interests of the community.

Library materials will be sequestered or controlled only for the sole purpose of protecting it them from theft or injury, but no further.

The Oswego SD Public Library takes the position that its staff members do not act *in locoparentis*. It is the parent or person having responsibility for the child and only that person whom may restrict the child's access to library materials. The parent who; would rather his/her child not have access to certain materials should so advise the child. The only restriction placed on an adult card is that a person must be 18 or older to take out video recordings. This is based solely upon the high fines placed upon overdue videos and the parent's ultimate responsibility for paying of said fines.

Approved by the Board: March 8th, 2022

5.2 Material Selection

Objective:

The Oswego S.D. Public Library acquires, makes available, and encourages the use of materials which:

- meet the recreational and informational needs of the community
 - support educational, cultural, and civic needs of the community
 - provide access to a variety of opinions on matters of current interest
 - encourage freedom of expression
- help people know more about themselves and their world
- stimulate thoughtful participation in local, state and world affairs

The Oswego S.D. Public Library subscribes to the belief that the freedom to read is essential to our democracy, and that free communications is essential to the provisions of the Library Bill of Rights and the Intellectual Freedom (see appendix).

Ordering materials:

Ordering of materials shall be determined by funding approved by the Library Board of Trustees. Materials may be purchased from any suitable SOURCE, E.G. BOOKSTORES, STATE APPROVED VENDORs, RECORDS SHOPS, BOOK JOBBERS, ETC.

Purchase orders will be completed on the attached forms & submitted to the Oswego SD Public Library Board of Trustees for their approval. Once approved by the Board, the purchase order will be submitted to the appropriate company for delivery. Once order is completed, copy of the purchase order with all invoices attached must be given to the Board for payment. A list of budget lines is attached. Director must make sure that no budget line is exceeded unless approved by the Board. A copy of all invoices will be attached to the Library's office copy.

Standing Orders:

In the past the Library had several reference materials on standing order. As of 1999, all standing orders were cancelled until funding was stabilized. The benefit of a standing order was that the library would be able to maintain serials in a timely manner as well as received discounts for having the materials on standing order, at some time this practice may be reinstated, If so, make sure to indicate on any purchase order that this material is "on standing order, do not duplicate this order"

Preview Books:

At times companies will ask the library to preview books. This is an excellent way to see what the material actually looks like before ordering it. Once we have received the books, make

sure that all titles are accurate on the preview sheets. Look through the materials making sure that you have made your selection within the time period arranged with the Preview Company. Once materials have been selected, complete a purchase order (as seen under ordering materials). Submit the purchase order to the Board for their approval & payment. If we are to receive a processing disk & barcodes indicate on the purchase order that this is an order & should not be paid all materials have been received. Once we have received the processing materials, submit the invoices to the Board for payment

Video recordings:

The library has begun using Library Video Company (P0 Box 580, Wynnewood Pa 19096) to purchase their videos. Catalogs are frequently sent to the library for review. Through this company the library can have barcodes, marc records & cases for the videos at a very reasonable price. This has minimized the amount of time it takes to have a video received and shelf ready. Their mare records are well done. Prices on videos & selection are good.

Purchase orders should include the following:

- order person
- library's address
- vender's name, address, phone & fax number
- budget code number & name assigned to budget code

- date of purchase order
- items to be purchased with item code numbers if possible
- total with estimated shipping costs at 10% if S & H not listed.
- Place a do not exceed limitations if you do not have an accurate final total. (i.e. Brodart orders)

Approved by the Board: March 8th, 2022

5.3 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.

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5.4 Reconsideration of Library Materials

The choice of library materials by patrons is an individual matter. While a person may reject materials for himself/herself, he/she may not exercise censorship to restrict access to the materials of another.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that objections or complaints are handled in an attentive and consistent manner.

The principles of the freedom to read and of the professional responsibility of the staff must be to defend rather than censor materials. If a complaint is made the following procedures are recommended.

1. Be courteous, but make no commitments.
2. Invite the complainant to file his/her objections in writing and offer to send him/her a prepared complaint reconsideration form so that he/she may submit a formal complaint to the President of the Library Board of Trustees via the Director.
3. At the discretion of the Library Board of Trustees or its delegate, the material in question may be temporarily withdrawn while the material is being reviewed. All Oswego School District librarians will be notified of the complaint.
4. Upon receipt of a formal complaint on a properly completed Complaint Reconsideration Form, the Library Board of Trustees will appoint a committee with representation from school administrators, teachers, school librarians and other residents to study the challenged material and the complainant's specific concern and to recommend a resolution to the President of the Library Board of Trustees.
5. A decision concerning continued use of the materials will be made within 30 days of receipt of the Complaint Reconsideration Form. All concerned parties including the complainant and Oswego School District librarians will then be notified in writing of the formal disposition of the matter together with a rationale supporting the decision.

Approved Nov 4 1991.

5.4a Complaint Reconsideration (form)

COMPLAINT RECONSIDERATION FORM

The library values your opinion. If you have an objection to library material (s), please complete this form, indicating *as* clearly and legibly as possible the nature of your concern. The librarian will contact you in the near future to discuss the problem.

Your Name _____

Address: _____

Phone (home) Phone (work/cell) _____

Library material (s) concerned:

___ Book ___ Magazine ___ Newspaper ___ Video

___ other AV material ___ Library Program Other —please

specify _____

Title _____

Author or producer _____

1. To what in the work do you object? Please be specific citing pages

2. Did you read the entire work ___ yes ___ no
If no, what parts?

- 3, What do you feel might be the result of reading this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgments of this work by literary critics?

7. What brought this book/item to your attention?

8. In its place, what work would you recommend that would convey as a valid of a picture and perspective of the subject treated?

Signature: _____

Date _____

Approved Nov. 4 1991

5.5 Weeding Materials

Materials that no longer fit the stated service roles of the library will be withdrawn from the collection. This may include materials that are damaged, included obsolete information or are no longer used. Decisions will be based upon accepted professional practice and the professional judgment of the library director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, recycling of paper, transferred to other libraries or agencies at the discretion of the Director or Board of Trustees or sold.

Items considered when removing books from the collection are as follows:

Is the information in the book still up to date or has it been superseded?

- Does it perpetuate racial and gender stereotypes?
- Is it a duplicate copy?
- Can the book be replaced with a newer copy, an updated edition or a newer title
- Condition of the book. Can you mend a ragged book that will be usable by the public or should it be replaced? Can it be replace?
- Is the book a local author or have a, local setting?
- Has the book circulated within the last 3 years? If not, would changing its location or public access to the material alter its circulation?
- Is the book listed in standard catalogs (Public Library Catalog) or on a recommended list (example: Best books for children)
- Is the information in the book unique to your community's needs even if it does not have a large circulation?
- Is the book a memorial gift or a gift to the library?
- Can the information be obtained elsewhere—through an area library, interlibrary loan, etc?

Suggestion by ALA is that a collection be weeded at least every 2-3 years & when possible on a continual basis,

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5.6 Gifts

The Oswego Public Library welcomes gifts of new and used books, audio recordings, videos and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Oswego Public Library, and may be given to other libraries and non-profit organizations, sold, traded or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept an item that is not an outright gift. The library will acknowledge receipt of donated items but will not assign a fair market or appraisal value. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish a fair market value. The library reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests and memorial or honorary donations are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library or used towards capital expenses or improvement projects.

Donated new books and similar materials will be recognized with donor bookplates when received as a memorial or if requested by the donor, at the board's discretion.

If requested, notification of memorial or honorary donations will be sent to the family being recognized, if possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, etc. will be determined by the library board based on suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

The minimum donation for any naming plaque will be \$1,000, to be determined at the discretion of the board.

Approved: December 14, 2021

5.7 Purchasing of Equipment & Services

The requirements for competitive quotations:

General Municipal law, S 103 requires the public letting of all contracts for purchases involving an expenditure of more than \$10,000 to be awarded “by the appropriate officer, therein.” Libraries do not fall within the definition of “political subdivision” contained in Municipal Law, S 100(1) and, thus, are not compelled to comply with competitive bidding requirements.

1. However, all repairs or contract obligations involving the use of personnel and goods in a single project, when such project’s cost exceeds twenty thousand dollars (\$20,000), will go out for formal bid.
2. Any single item, group of similar items, or goods and services in excess of ten thousand dollars (\$10,000) will go out for bid only at the direction of the Board of Trustees of the Oswego Public Library.
3. All items and/or groups of items whose total exceeds three-thousand dollars (\$3,000) will require informal quotations, either by a request for quotation form mailed to bidders, via e-mail, or by telephone. These price comparisons need to be included when the request to purchase is submitted to the Business Office.
4. Bids will be received and considered with no discrimination against any bidder on the basis of race, religion, creed, color, age, gender, sexual orientation, gender identity or expression, national origin, marital status, disability, veteran status or past arrests or convictions except as allowed by law.

NOTE: State Contract pricing negates the requirement for going out for bid.

Adopted: April 20, 2010