



## Materials Selection Policy

The Oldham County Public Library will select and preserve, without bias or limitation on the right to know, a comprehensive collection of print, non-print and electronically accessed materials to meet the informational, educational, recreational, and cultural needs of all citizens of Oldham County. Further, the Library will offer wide-ranging collections to meet the various ages, interests, educational and reading levels, and cultural backgrounds of its citizens. The Library will provide collections through which an individual may explore all points of view and issues of interest. The Library will be responsive to public demand for materials of contemporary significance and interest, while balancing this with the need to collect and preserve materials of permanent value.

### **Responsibility for the Selection of Materials**

The ultimate responsibility for selecting materials for the Library rests with the Executive Director, who in turn, delegates selection responsibilities to appropriate professional staff members. Suggestions from the general public are encouraged and are evaluated by the staff based on the Library's criteria for selection.

Selectors first evaluate or judge the intrinsic merits and quality of the materials available for selection using rigorous evaluative criteria. They select from the available options those items that best meet the needs of the community and that are consistent with the Library's goals and mission, while weighing fiscal and spatial limitations with the availability of the material elsewhere in the community.

### **Nature of Materials**

The types of materials in the Library's collections include print, non-print and electronically accessed components, so that citizens may:

1. educate themselves throughout their lives both independently and as a supplement to their formal study;
2. meet their general and job-related informational needs with timely, reliable, accurate, and useful information;
3. develop and discover their creative capacities and form an appreciation of arts and letters;
4. stimulate thoughtful participation in the affairs of the community, the nation, and the world;
5. encourage freedom of expression and develop or possess inquiring attitudes toward public issues;
6. enrich their personal lives;
7. use their leisure time in the enjoyment of reading.

### **Open Access to Ideas**

As ours is a free society, the Library will provide access to information in all fields and from all points of view. The Library, in collecting and acquiring publications and related materials representing the widest diversity of views, will include items which reflect controversial, unorthodox, or even unpopular ideas. The Library, the Library Board, and Library personnel will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its content by the Library.

The Library subscribes to and has adopted the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement. These are included in this Policy.

### **Reconsideration of Materials**

Should a member of the community question the place of a book or other material in the collection, he or she may submit a Request for Reconsideration of Library Materials form to the Director. This form is available in all Library locations. Library staff will re-evaluate the item to see if it meets the Library's stated evaluative criteria, and review the selection decision to see if the item falls within the Selection Policy. The patron will receive a written response. A more detailed description of this procedure is available in the Censorship Policy.

### **Evaluative Criteria**

There is no single standard that can be used to evaluate all the types of materials included in the Library's collections. Each type of material will be evaluated in terms of its own qualities and merit for the collections.

However, there are some general criteria that selectors use to evaluate, regardless of the format. These are the:

1. authority or significance of the author/ producer/publisher of the work (training, competence, reputation, other contributions);
2. content of the work (objectivity, accuracy and timeliness of information and data);
3. suitability of the subject format and style for the intended audience (relevance, purpose);
4. style (clarity, readability, manner of presentation);
5. insight into the human and social condition and/or importance as a document of the times;
6. value (permanent, current, temporary, educational, recreational);
7. comparison with titles in the existing collection and other materials available;
8. suitability of format for Library use (size, paper, print, binding);
9. evaluation of critics and reviewers;
10. public demand and its nature;
11. scarcity of materials on the subject and the importance of the subject matter to the collection;
12. potential local use; and compatibility with Library's computer platforms.

Further criteria for the evaluation of works of imagination such as fiction, poetry and drama are:

1. representation of a significant trend, genre, or culture;
  2. vitality and originality;
  3. artistic merit and literary value;
  4. authentic reflection of the human experience;
  5. effective characterization; and
  6. authenticity of historical or social setting.
7. Further criteria for the selection of microformat materials are:
8. technical quality of the reproduction;
  9. space savings;
  10. print versus microformat cost considerations; and
  11. ease of access.

### **Gift Policy**

The Oldham County Public Library accepts (when space and staff time allows), gifts of hardcover books, magazines, videos, or recordings. The Library accepts gifts of historical materials (music or recordings spoken on tape or disk). Gifts must meet the same guidelines as selected material. Cash donations for the purchase of materials in memory or in honor of a person are always welcome.

## Materials and Resources

### **Fiction**

Fiction collections are a major component of most library collections. These popular reading collections of authors of current interest are geared to the variety of reading interests and needs in each community. Selections are based on one or more of the following criteria: quality (determined by reviews), potential use, and demand.

### **Young Adult Fiction**

The Young Adult fiction collection contains novels written specifically for youth age 13 to 19. Emphasis is on books which widen the boundaries of the adolescent's thinking, enrich his/her life, and help fulfill recreational or emotional needs. Plot, characterization, theme, writing style, and appropriateness for the YA reader are taken into account.

### **Non-Fiction**

The Main Library's nonfiction collections are larger and contain a greater depth of information and variety of materials than Branch Library collections and community focused branch collections. The Main Library offers unique in-depth reference coverage for the system in the areas of business, economics, finance, pure and technical sciences. Branch Libraries offer levels of materials between community focused, branch and Main's resources

The Library makes limited purchases of materials in languages other than English. If demand increases for these materials, the Library will reconsider the current practice. The Library does not purchase elementary, junior high, and senior high textbooks.

### **Children's Materials**

Books are purchased for children from infancy to age 12. The emphasis of selection is on children's recreational and general information needs. Efforts are made to supplement and extend the school curriculum. A limited collection of professional sources is provided in each location to assist Library staff, parents, and child care workers in selecting books for children and in preparing children's programs. A more comprehensive collection, as well as a children's reference and a children's literature collection, are located in the Children's Library of the Main Library.

### **Historical Materials**

The Kentucky Collection in the Main Library, preserves and makes available to the public for research use, materials contributing to the knowledge of the social, economic and political development, past and present, of Oldham County, Kentucky, and the Southeast region of the United States. The collection supports the research needs of a varied group of patrons, including local officials, genealogists, historians, students, businesses, etc., for both current and historical information. It also addresses the need for a permanent and centralized depository for the preservation of materials of local interest, including works by local authors, works dealing with local subjects, and locally published works.

For Oldham County, the collection includes both current and historical materials in all subject areas. For Kentucky, the collection includes materials dealing with the state as a whole and with individual cities, towns and counties. Current information as well as historical treatments is collected.

### **Genealogical Materials**

The Library staff selects, arranges, and makes available for research, materials which aid in tracing family relationships, especially those families who played a role in the settling and developing of this area. Although the branch libraries will provide guides to genealogical research, genealogical materials are collected and maintained only in the Duerson History Collection of the Main Library.

The genealogical collection aims to be most thorough and inclusive for those families who have lived in Oldham County, and the surrounding counties. Emphasis is also given to the State of Kentucky as a whole. A good range of material is also provided for the Southeast region and for major migratory routes into and out of this area.

### **Rare Books**

It is not the scope of the Main Library to develop a general rare book collection. The Duerson History Collection at the Main Library does identify and preserve for future generations, rare and valuable materials which serve to illustrate the social, economic and political development of the local community. The collection addresses the need for a safe and permanent repository for those local interest items considered especially valuable, either because of scarcity or exceptional quality.

As the public library for the community, the OCPL has prime responsibility for preserving rare materials of local authors and subjects. Rare books from outside Oldham County may be received as gifts if they fall within the general collection development guidelines for historical materials.

### **Local Government Documents**

County governmental practices require that one copy of each public document generated from County government be forwarded to the Duerson History Collection Room at no cost to the Library. This collection provides easy access to citizens for current and historical local government publications, and a repository for these materials so that they may be preserved for future research and use.

### **Library Archives**

The Nora Duerson Local History Collection also contains the historically valuable records of the Oldham County Public Library. The aim is to preserve all materials of historical value concerning the OCPL system including, but not limited to: board minutes, statistical reports, monthly reports, directories, studies, newsletters, publications, public relations materials, photographs, etc.

### **Periodicals**

Periodicals are selected and evaluated annually to supplement the book collection and to provide materials on current issues, for research, and for general reading. The Library selects newspapers of local, state and national interest, depending on the place of publication, the breadth of coverage, and the degree of fulfillment of reference or recreational needs. Newspapers representing special groups, such as associations, religious, philosophical and political groups or organizations, may be added sparingly, taking into consideration public demand and collection balance.

### **Paperbacks**

Browsing paperback collections consist of popular fiction and nonfiction titles. Collections are tailored to the reading interests of individual locations. These collections consist of newly published titles rather than retrospective materials. Young adult and children's titles are also purchased. Both modern classics and light, ephemeral fiction is included. A collection of classic paperbacks to supplement requests for homework related titles is also maintained.

Paperbacks may be purchased and cataloged when a title is unattainable in hardback format or additional copies are needed to supplement titles or subjects in heavy demand.

### **Collection Maintenance**

1. Library collections should contain current materials that are in good condition and are in demand. The Main Library's collection contains a greater variety of materials because it serves as a resource for further information and as a storehouse for materials for the entire Library system. Use is of paramount importance in deciding whether to retain a title. Space, the cost of replacement, and the appearance of the collection are additional factors in making weeding decisions. All collections need

to be weeded on a continuing and scheduled basis. Regardless of use, materials should be removed if they:

2. are damaged, worn, have pages missing, etc.;
3. contain dated or obsolete information, even if some of the information is useful;
4. are unused duplicates; or have been replaced by a newer edition.
5. Uncataloged paperbacks should be examined regularly for wear and tear and discarded as soon as they have become unattractive.

### **Media and Electronic Resources**

The Library is committed to collecting material and offering access to a variety of media and resources. Because people communicate and learn in different ways, the Library does not limit itself to the print medium.

The Library's evaluation of priorities in choosing informational, educational and recreational materials applies to all media. The Library recognizes that the technologies of sound, image and information databases continue to evolve. It will monitor and evaluate new formats and measure their practical use by individuals and community organizations.

### **Display or Distribution of Materials**

The Oldham County Public Library recognizes its role as an information source for community information. Because of space limitations, however, the Library must set limits and priorities for distribution or display of printed materials (flyers, brochures, posters, etc.) within the Library's facilities.

The Library provides bulletin board and wall space for the display of notices and flyers that are of community interest. The Library reserves the right to limit the length of time materials will be displayed. The Library's staff will dispose of the displayed materials after an appropriate time (normally thirty days) unless other arrangements have been made. All brochures, notices, and flyers must have prior approval from the Library Director (or designee). The Library assumes no responsibility for the content of posted materials.

The highest priority will be given to materials relating to library events/programs/services or library sponsored events. Next in priority for distribution will be civic/governmental materials for Oldham County and the towns situated in Oldham County. Materials from sources other than the groups and organizations listed above will not normally be displayed or distributed. Posters will not be accepted for any location. Any unsolicited materials found in a library location may be disposed of as the Library sees fit.

Distribution of printed materials in the Library to the library users or staff is disruptive to the operations of the Library and its use by the public and is not allowed. Printed information used to announce or supplement a library sponsored program may be distributed.

Any questions regarding display or distribution of specific items under this policy should be referred to the Library Director.

This policy becomes effective on 11/21/2019 and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

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President, Board of Trustees  
*Adopted 10/12/2006, Amended 11/21/2019*

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Date