

**NORTHWEST REGIONAL LIBRARY**  
**MATERIALS SELECTION**

**PURPOSE OF POLICY**

- To provide guidance for materials selection.
- To provide the public with information regarding selection principles.
- To respond to public complaints regarding the content of the library's collections.

**GOALS**

As a regional source of information and recreation open to all, the Northwest Regional Library collects and distributes print, non-print and electronic resources for the education, enrichment, entertainment and information of area residents. It is the responsibility of the library to provide, within its financial ability, a collection which embraces broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

**AUTHORITY AND RESPONSIBILITY**

The ultimate responsibility rests with the Director who operates within the framework of the policies determined by the Northwest Regional Library Board of Trustees. This responsibility is shared by members of the staff who use their experience and knowledge in selecting materials for the community they serve.

**CRITERIA FOR SELECTION**

Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard may be applied in all cases. Reviews in professional journals are a primary source for selection. However, other resources may be used to include the advice of competent people in specific subject areas.

Purchase of book and non-book resources are governed by the same principles. They are described as follows:

Non-fiction - qualifications of the author/producer in subject field; scope and authority of subject matter; quality of writing/production; date of publication/production; reputation of publisher/producer; arrangement of material; relationship to collection; physical qualities; price.

Fiction - Style; appeal; characterization; literary merit; reputation of publisher/producer; relationship to collection; price.

**GIFTS**

Gifts shall meet the same criteria as purchased materials. The library makes the final decision on acceptance, use and disposition of gifts. Accepted materials will be housed in a designated library if the donor so desires. Items will be shelved with other library materials and not as special collections.

The library cannot provide an evaluation of gifts for tax purposes, but will submit a letter to the donor acknowledging that the books have been received.

**WEEDING**

