

Ste. Genevieve County Library

Library Administration

Materials Selection Policy

Library materials should be selected to support the mission of the library and for values of interest, information and enlightenment of all people of the region. Every effort will be made to represent all points of view concerning the problems and issues of our times. The Library will adhere to and defend the principles detailed in our American Library Association policy. Library materials shall be removed from the collection only as part of the collection management process, under the orders of a court of competent jurisdiction or by action of the Ste. Genevieve County Library Board.

Policy

1. Ste. Genevieve County Library breaks down Library resources into three (3) different age appropriate groups. they are Juvenile which encompass patrons 0-11, Young Adult (YA) which cover 12-18 and Adult 18+
2. The J section is further divided into an "E" collection which is intended for ages birth to 2nd grade and the remaining J section is intended for patrons 3rd through 8th grade. There may be some variation in age appropriateness of each collection. However, in general decisions to place particular items in the collections are done by the standard of the average person applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through 2nd grade for "E" materials, 3rd through 8th grade for "J" materials, and 9th grade and above for YA materials; and the suggested age range if available.
3. The Children's area as defined includes both E, J, J Non-Fic, J Graphic, J Audio, J DVD and J Playaway encompasses the space from the shelf holding the J DVD's and the shelf holding the J Non Fic those two shelves create a "wall" where everything from the right side of the J Non-Fic section all the way to the corner of the library. **This statement included to adhere to 15 CSR 30-200.015**
4. The responsibility for materials used by minor's rests completely with their parents or legal guardians. Materials selected for the Adult and Young Adult collection are intended for mature readers. Checkouts to minors from these collections are allowed with a signed parental permission on a minor's library card form. Minors will be allowed checkouts from each library collection that has been approved with signed parental permission. Separate collections are available for children and young people, but it IS NOT the responsibility of the Library, its Board of Trustees, staff or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual.
5. **Age recommendations are just that, recommendations.** Anyone can circulate materials from any collection, and it is impossible for staff, the board or anyone else to determine the appropriateness of each individual reader. Patrons are not limited by these noted age recommendations. All patrons are welcome to checkout any materials in our collections. **Responsibility for a minor's reading must rest with the parent or guardian. Not with the library.**
6. The responsibility for materials used by minors rests completely with their parents or legal guardians. Materials selected for the Adult and Young Adult collection are intended for mature

readers. Checkouts to minors from these collections ARE allowed with a signed parental permission on a minor's library card form. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff or volunteers to determine which collection they should use or what item in the approved collections is suitable for a specific individual.

7. Parents who wish to not give approval for their child to access the entire library collection may do so by not giving their child their own Library Card, and instead check out titles on their own card.
8. Library staff does not supervise children. Library personnel do not know what you consider appropriate for your child and cannot be responsible for their selections. Responsibility for a child's reading must rest with the parent or guardian. Not with the library.

Library material selection is and shall be vested in the Library Director and, under his/her direction, such members of the staff who are qualified by reason of education and training. Ultimate responsibility for selection, as for all library activities, rests with the Library Director, who operates within the framework of policies determined by the Ste. Genevieve County Library Board

How & Why selections are Made

Selection of library materials shall be made on the basis of their value of interest, information and enlightenment **of all people** of the library district. All sides of issues will be represented, if possible. Library material shall not be excluded or labeled because of the race, gender, nationality, or political, ethical or religious views of the creator. Library staff shall not withdraw material because it contains controversial or unpopular opinions.

While patrons are free to reject for themselves materials of which they do not approve, they cannot self-censor the freedom of access to others. **Parents/guardians** are responsible for the choice and use of material for their children under the age of 17.

Selection is affected by the following factors:

- a. Potential usefulness to the public and/or popular appeal.
- b. Information value – timelines of the subject matter.
- c. Author (or editor, composer, etc.) – reputation, authority.
- d. Publisher (or producer) – reputation, authority
- e. Availability of reviews.
- f. Price.
- g. Date.
- h. Other material available in the community or through interlibrary loan.
- i. Advice of subject authorities.
- j. Whether material is currently in print.

k. Physical format.

Selections are also made utilizing other national resources including, Baker & Taylor recommendations, New York Times Bestseller lists, Bookpage recommendations, ALA recommendations, patron requests, Summer Reading themes, and other Library publications to name a few.

Parent Responsibility

Library staff do not supervise children. Library personnel do not know what parents consider appropriate for their child and shall not be responsible for their selections. Responsibility for a child's reading rests with the parent or guardian, not with the library or its staff.

General basis for exclusion of materials:

- a. Extensive research materials in subject fields expected to be found in special library collections available through interlibrary loan are to be excluded.
- b. Textbooks are acquired only if they provide the best source for general background or specialized treatment of a subject.
- c. Materials inappropriate for high volume circulation.

Acquisition of gift materials.

The library is grateful for gifts, and its collection has been enriched by contributions from individuals. In accepting a gift, the library makes the following stipulations:

The library reserves the privilege of deciding whether the material should be added to the collection. Decisions will be based on the same criteria as selection of new material. Possible reasons for exclusion may include: outdated material with no historical value; duplicate of an item the library already has when an additional copy is not a needs; unlicensed software; material in poor physical condition which would not justify the expense of processing.

The library makes an effort to dispose of gift materials which are not added to the collection, including putting the materials out on our sale self, which benefit library programs and services.

The library adds gift material to its collection with the understanding that such material be made an integral part of the collection. No special collection can be set up, no restrictions are permitted as to whether an item may circulate, and no directions as to future use of it are accepted. The use of gift material is the same as that for purchased material. Gifts may not be reclaimed by the donor after acceptance by the library.

Management of the collection: Staff will not remove materials based on individual bias or interests. The community should be able to find information in the library on all subject fields. The following factors are taken into account when removing materials:

- a. Contents/Copies of materials:
 - i. Duplicate copies where heavy use is not made of a title.

ii. Areas where there is considerable duplication of subject matter, where it is the intent to build a representative, rather than exhaustive collection.

iii. Materials that are outdated due to advances in the field.

b. Condition/Format of materials:

i. Books or other materials too badly worn to be mended or used as intended

ii. Books missing pages, with mildewed or yellow paper or otherwise damaged

iii. Materials in formats that are no longer collected by the library.

State Funding

At the present time, Ste. Genevieve County Library does not receive state funds and as such no state aid is used to purchase any collection items.

Parent Consent

It is a parent's responsibility to monitor their children's checkouts and a minor cannot have a library card if a parent is not willing to sign off on a statement of responsibility. Effective June 20th 2023 ALL library cards issued to minors 17 or younger are required to have a new registration form signed before access to library services are resumed. Failure to do so will eliminate their child's ability to check out items on their own and access to library services will only be granted through the parent's card.

Note: Electronic formats are purchased as a total collection and, therefore, items are not selected individually so SGCLIB is unable to curate the collection accordingly.

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