

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY Leisure Services	CODE NUMBER AC-14-10
TITLE Library System Material Selection Policy	ADOPTED 09/28/77
	AMENDED 08/09/89; 06/23/98; 08/09/05
	ORIGINATING DEPARTMENT Library Division
<p>PURPOSE/SCOPE: This code sets the guidelines for the Library to purchase, organize and maintain a quality collection of library materials to meet the needs for information, recreation, education, rehabilitation and historical preservation of the entire community.</p> <p><u>POLICY/PROCEDURE:</u></p> <p>Lee County Library System Vision and Mission:</p> <p><i>LCLS Vision:</i> “Our priority @ the Lee County Library System is to meet growing community needs through accessible library services.”</p> <p><i>LCLS Mission:</i> To provide residents and visitors with: Popular materials and current interest activities Reference services Information services Virtual and physical access services Cultural awareness forums Programs and activities</p> <p>Intellectual Freedom and Access:</p> <p>The Lee County Library System subscribes to the <i>Library Bill of Rights</i>, the <i>Freedom to Read Statement</i>, and the <i>Freedom to View Statement</i> as adopted by the American Library Association. The <i>Library Bill of Rights</i> affirms “that all libraries are forums for information and ideas, and that the following basic principles should guide their services:</p> <ol style="list-style-type: none"> 1. Books and other library services should be provided for the interest, information, and enlightenment of all people of the community it serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. 	

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967 and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Selection Criteria

Public access to information is the cornerstone of library services. Material selection, collection development and other library services have a single common goal: to provide the right material/information/service to the right person at the right time. The LCLS achieves this by building strong, dynamic local collections, cooperative resource sharing, and accessing worldwide resources through the Internet.

The materials in the Lee County Library System can be described as one collection located in multiple branches and service outlets. Material selection is driven by the following considerations: patron satisfaction and usage as reflected in circulation patterns, current and anticipated community interests, and changing technology. The materials selection policy emphasizes the importance of providing access to a balanced, broad-based collection for a multicultural audience of all ages.

Professional reviews when available are used in part to evaluate materials. In addition, librarians exercise professional judgment and knowledge.

Major selection criteria include:

- Contemporary significance or permanent value
- Significance of total work vs. segments
- Accuracy and quality of content
- Reputation and/or authority of an author, editor, illustrator, publisher
- Response to popular demand
- Availability of material elsewhere in the community
- Relative value of material in relation to existing collection/subject material
- Availability of information in the subject area
- Format, physical quality and ease of use
- Price

Responsibility for Material Selection

Material selection is the responsibility of the Library Director and designated professional staff. The centralized collection development team coordinates material selection with the input of librarians system-wide.

Youth Services

The purpose of the collection is to encourage library use and the development of lifelong readers. Book selection for children and young adults reflects the concept of the child or teen as an individual with greatly varying needs at any given time during development. The library is committed to the principle that all public libraries should provide children and young adults the freedom to choose books and materials. The Library maintains that parents and legal guardians have the ultimate responsibility for their own children's selection choices. The library staff cannot accept responsibility for limiting access to library materials because of age. Parents are encouraged to accompany their children and teens to the library and provide active participation in the selection of material for their child.

Periodicals

The Lee County Library System provides a well-balanced collection of newspapers and magazines in print and electronic form that is both current and retrospective. Cost and usage are measured to balance print and electronic formats of periodicals.

Visual Materials

Material selection for the Lee County Library System strives to coordinate a reasonable balance between nonfiction/informational programs and quality feature films to supplement local rental and retail outlets.

In addition to criteria used for the overall material selection policy, special selection criteria for visual materials include:

1. Films receiving awards and nominations, such as awards from the Academy of Motion Picture Arts and Sciences, Cannes Film Festival, Golden Globe, etc.
2. Historical, biographical or scientific programs
3. Movie classics
4. Adaptations of books and other literary works
5. Informational and instructional programs (i.e. computers, health, current events, exercise, etc.)
6. High quality television programming (i.e. Hallmark Presentations, American Experience, Masterpiece Theater, PBS, BBC, etc.)
7. Artistic programs (i.e. opera, musicals, performing artists, dance, etc.)
8. Multicultural or Foreign Films that are well-acclaimed
9. Films are selected on overall artistic merit and may contain graphic language or violent or sexual content.

Audio Materials

Selection of audio book materials follows the general selection policy, with a preference for unabridged versions. Selection philosophy for the audio music collection strives to represent a variety of genres to meet the needs of a diverse community. International/multicultural music, country, pop/rock, soul, hip-hop, classical, jazz, gospel, etc. shall be represented.

In addition to criteria used for the overall material selection policy, special selection criteria for audio materials include:

1. Works receiving awards and nominations, such as Grammy and music television awards.
2. Multicultural and world language music that is well-acclaimed
3. Award-winning soundtracks and scores
4. Audio music is selected on overall artistic merit and may contain graphic language.

Electronic Resources

The Lee County Library System strives to meet and anticipate the needs of the community for this growing and changing collection of electronic resources by proactively evaluating and comparing new products as they become available. Current electronic resources include recommended Internet links, e-books, electronic documents, subscription databases, and the library web site, circulating software and software used on library computers.

While electronic resources are selected within the context of the overall material selection policy, due to the uniqueness of the format the following selection criteria are also considered:

1. Comprehensiveness
2. Authority, accuracy and recency of the database
3. Frequency of updates
4. User friendliness
5. Platform
6. Access to technologies by the general public
7. Remote access and licensing restrictions
8. Comparison with other print and electronic sources
9. Usage

Special Collections

The Lee County Library System maintains a few special collections throughout the library system. The regional libraries each have a selection focus, all libraries have a portion of the Florida collection, and the Genealogy collection is housed at the Fort Myers Library. Though the focuses of these collections are unique, qualifications for selection are consistent with other areas of the Library System.

Regional Library Focus

Selection philosophy for the five regional libraries is to maintain a general collection, with a special focus for each regional library:

Cape Coral – Arts and Humanities
East County – Agriculture, Animal Husbandry and Child Development
Fort Myers – Business, Social Sciences and Genealogy
Lakes – Popular materials
Northwest -- Education
South County – Science and Technology

Florida Collection

The purpose of the collection is to provide materials about Florida, with an emphasis on Southwest Florida, to provide current and historical information. Selection of Florida fiction books focuses on predominant themes involving Florida, its culture, history and character. The collection is limited in size and is not intended to be all-inclusive.

Genealogy Collection

The Genealogy Collection is housed at the Fort Myers library and offers a variety of non-circulating resources, such as census and immigration information, birth and death records, heraldry materials, family histories, periodicals and their indexes. The collection also offers Federal census on microfilm, and other miscellaneous microfilm reels.

World Language Collection

The purpose of the collection is to provide a collection of all formats, in commonly spoken world languages of the community. Languages featured in the collection include Spanish, Haitian Creole, Portuguese, German, French and others.

Textbooks

Providing textbooks and curriculum materials is the responsibility of the schools. Textbooks will be purchased for the collection when they supply information in areas in which they may be the best, or the only, source of information on the subject. The library shall not assume the responsibility for purchasing textbooks for wide and general distribution.

Gifts

A gift for the library collection may consist of materials or funds for the purchase of materials with the guidance of collection development staff. Gifts of materials are subject to the same selection and weeding criteria as purchased materials. Gifts are accepted with the understanding that they may be added to the collection, sold, exchanged, given to other libraries, or discarded at the library's discretion.

Weeding

Materials that no longer meet the stated objectives of the library will be discarded according to accepted professional practices and in accordance with County guidelines regarding disposal of County property.

Replacement

It is the library's policy not to automatically replace all books withdrawn because of loss, damage, or wear. Need for replacement in each case is judged by the existence of adequate

coverage in the collection by similar material, and by demand for the specific title.

Material Review Requests

In cases where an individual or organization questions the inclusion or exclusion of a specific book or non-print item in the library collections, a Request for Review of Materials form may be submitted to the Library Director. The completed signed request will be presented to a review committee. The Lee County Library Director will appoint a committee of six: three Lee County librarians, one member of the Lee County Library Advisory Board, one member of the support group from the library where the complaint was filed, and one member of the community at large.

After the complainant has read the material under question, completed and signed the Request for Review of Materials form, the committee will consider the request. Professional reviews and/or outside professional council, expert in the subject matter under consideration, may be utilized. The Review Committee will report its findings and recommendations to the Library Director, who will respond to the complainant. The ultimate authority for the library policy rests with the Lee County Board of County Commissioners.