PALM BEACH COUNTY LIBRARY

TO: ALL LIBRARY STAFF

FROM: DOUGLAS CRANE
LIBRARY DIRECTOR

PREPARED BY: INTELLECTUAL RESOURCES

SUBJECT: MATERIALS SELECTION POLICY

PPM #: CLO - 1101

ISSUE DATE	**EFFECTIVE DATE**
November 01, 2023	November 01, 2023

PURPOSE: To establish a Materials Selection Policy which states the general criteria used by the Palm Beach County Library System (PBCLS) in the selection of library materials for the community it serves.

UPDATES: Future updates to this PPM are the responsibility of the Intellectual Resources Manager.

AUTHORITY: The Library Mission Statement PPM #CLO-001, as may be amended; Collection Development Policy PPM #CLO-1100, as may be amended; Palm Beach County Library Advisory Board Resolution, December 1968 (Attachment A), as may be amended; Library Standards and Outcomes, Florida Library Association, Objective 4.1 (Attachment B), as may be amended.

DEFINITIONS: "Bibliography" refers to a list of books or other materials of an author, publisher, or a specific subject.

"Diverse" refers to the idea that a collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences across multiple media formats.

"Electronic Resources" refer to a collection of data accessible by computer or other electronic device. Examples include databases, online journals, image collections, etc.

POLICY: Library materials are selected and made accessible to meet the needs, interests, and abilities of all the people the Library serves. Upholding this commitment requires active and responsive selection and maintenance while operating within budgetary and space limitations. Palm Beach County is one of Florida's most populous counties. This results in a constantly evolving collection representing a range of information, experiences, perspectives, subjects, and authors/artists.

The following principles and guidelines govern the selection of the Palm Beach County Library's collection of materials and may be subject to revision in response to community needs, availability of format, the emphasis of the library's objectives, or its organization and procedures.

Selection Principles:
The Materials Selection Policy of the Palm Beach County Library establishes that:

- Library materials are provided, in a variety of formats and reading levels, on equal terms, free of charge, to all residents within the Library District and the municipalities in the Library Cooperative as defined by CLO-110.

- The library strives to meet the public demand for bestsellers and current, popular books by providing well-stocked New and Popular collections.

- The library is responsible for providing materials to members of all ages, backgrounds, and opinions. The library strives to provide a collection that, taken as a whole, will be an unbiased and diverse source of information representing as many viewpoints as possible.

- The collection strives to represent and include a variety of diverse perspectives and voices. The Library attempts to accomplish this by acquiring the broadest range of materials relative to other public libraries of comparable service capacity.

- Responsibility for selection and use of library materials by children rests with their parent, legal guardian, or other adult with financial and selection responsibility for the child. Selection decisions will not be limited by the possibility that materials may be accessible to children.

- The Library does not attempt to meet curriculum needs of educational programs at any level. Textbooks, highly technical, or academic materials are acquired if they serve the general public by providing information on subjects where little or no authoritative materials are available.

- Laws governing obscenity, subversive materials, or other questionable matters are subject to interpretation by the courts. Consequently, no challenged material will be removed from the library for complaints of obscenity, pornography, or any other category covered by law until after receipt of an independent court order. Material under court consideration may remain available to members until a final court ruling is made public. Conversely, materials previously judged unlawful will not knowingly be selected. If necessary, the Library shall consult with the County Attorney's Office to determine whether certain material should be removed from public viewing.

Public Feedback on Library Materials
The Library welcomes comments on the materials collection from our members and residents of the Library Taxing District. Feedback regarding the collection is addressed at the receiving location, and may be referred to the Intellectual Resources Manager for further deliberation if needed. Final decisions on the status of any item in the collection falls to the Library Director or their designee. In all cases, staff will use the Materials Selection policy, (CLO-1101) and the Collection Management, Evaluation, and Weeding policy, (CLO-1105) for guidance.

Responsibility for the Selection of Library Materials
Authority and responsibility for the selection of library materials rest with the Director. Selection

duties are delegated to qualified staff. Suggestions for materials from staff members and from library members are considered in the selection process.

General Guidelines for Selection

To build a diversified collection which supports the Library's mission, the following objective criteria are used. These criteria apply to purchased and donated materials:

1. Availability and suitability of format.
2. Suitability of subject, style, and level for the intended audience.
3. Critics' and staff's reviews.
4. Reputation of the publisher or producer; authority and significance of the author, filmmaker, etc.
5. Availability from our contracted vendors.
6. Appearance in OCLC / Worldcat.
7. Timeliness or enduring value of the material.
8. Quality of writing, design, illustrations, or production.
9. Relevance to community needs.
10. Relative importance in comparison with existing materials in the collection on the same subject.
11. Cost.
12. Appearance of title on notable or award-winning lists and bibliographies.

Materials are evaluated as a whole and not on the basis of a particular section or sections. Excluding or removing materials because of the identity or viewpoints of those contributing to their creation or potentially controversial content is considered censorship. The selection of any material for the Library's collection does not constitute an endorsement of its contents.

While a single standard cannot be applied to each potential item for selection, materials are judged by a combination of appropriate criteria. In some instances, these criteria include artistic merit, scholarship, or the value of the material to the information needs of the community. In other instances, the criterion may be substantial demand.

Standard Selection Tools

The Library selects materials using reviews in professional and popular journals, subject bibliographies, annual lists of recommended titles, and specialized publisher/producer catalogs.

The standard selection tools used by materials selectors include but are not limited to the following:

Booklist
IMDB
Kirkus Reviews
VOYA
Video Librarian
Wall Street Journal
Rotten Tomatoes
Library Journal
Publisher's Weekly
School Library Journal
Audiofile
New York Times
Common Sense Media

Replacement of Library Materials

Replacements are items purchased to take the place of an identical title previously in the collection. It is the Library's policy not to automatically replace all materials withdrawn because of loss, damage, wear, or lack of demand. The need for a replacement in each case is judged

by these factors:

1. Existence of adequate coverage of the subject area, especially if more current material is available.
2. Demand and availability for the specific title or subject.
3. Appearance of the title in standard selection tools and bibliographies.

Materials Preservation

Certain materials of long-term value and/or usefulness may be preserved through binding, digitizing, or other techniques.

DVD/BLU-RAY

This collection includes material for all audiences consisting of both fiction and non-fiction titles.

Closed-captioned and DVS (Descriptive Video Service) videos are purchased when available to meet the Library's commitment to serve the hearing and visually impaired.

Books on CD and MP3-CD audiobooks

The Books on CD and MP3-CD audiobook collections include material for all audiences consisting of both fiction and non-fiction titles.

The majority of the collection contains unabridged audiobook titles. Abridged versions will only be purchased when nothing else is available.

Digital Media

The Library subscribes to services that provide e-books, e-audiobooks, e-music, e-videos, and e-magazines for borrowing. These can be streamed or downloaded by members using their devices or in the library. These collections include materials for all audiences. These materials are not necessarily purchased to replace print sources.

If a platform allows for title-by-title selection in whole or in part, the same selection criteria will be used as stated above.

Periodicals, Serials and Newspapers

The Library subscribes to a wide range of magazines and serials, journals, periodicals, and newspapers. This collection includes material for all audiences.

Platforms that require staff to manually login a member or user will not be obtained.

Newsletters, pamphlets, serials, or magazines must be published by a reputable publisher or distributed by an established vendor to be considered for the collection.

Microfilm editions of newspapers and periodicals are purchased to provide permanent backfiles for research purposes.

Electronic Resources

The Library subscribes to or purchases electronic resources that provide bibliographic information, indexes, abstracts, and full text sources for reference and research purposes. Electronic sources may be purchased to replace print sources. New products which enhance awareness or accessibility to the Library's holdings and other resources are given priority. Impact on staff for maintenance, support, and training of new resources is considered.

Selection sources used to evaluate these resources include the standard professional journals, product descriptions, and product demonstrations. Specific selection criteria for electronic resources include:

1. Favorable reviews from an authoritative review source.
2. Accuracy, authoritativeness, and completeness of the database.
3. Subject relevance.
4. Currency.
5. Uniqueness of content, capabilities or features.
6. Cost.
7. Ease of installation and maintenance.
8. Ease of access, use, and instruction.
9. Frequency of updates or newer editions.
10. Printing capabilities.
11. Availability of hardware and software to support the product.
12. Availability of support services by the vendor.
13. Staffing levels to install, maintain, and train users.
14. Accessibility to all browsers.

Displays of Library Material

The Palm Beach County Library System employs displays of physical and digital materials for the purpose of connecting library members with a variety of resources and materials of interest to them. Goals in presenting the collection in displays include:

1. Supporting the library's strategic priorities, mission, and vision.
2. Reflecting local or national events and interests.
3. Connecting with topical themes and seasonal experiences.
4. Supporting library initiatives and events.
5. Highlighting new, notable, and award-winning works.
6. Showcasing diverse experiences and points of view.

Displays are to be refreshed and updated frequently as items are borrowed. Inclusion of materials or resources in a display or digital content does not indicate the Library's endorsement of the views presented by the featured work. Displays located in the Children and Teen sections shall be comprised only of material located within those collections. Material with an audience of "Adult" will not be included in these displays. Feedback regarding a display are addressed at the receiving location.

CONTACT POSITION: Intellectual Resources Manager

APPROVED BY: _____

Douglas Crane, Library Director

Supersession History:

PPM#CLO-1101	Issued	October 16, 2002
	Revised	March 17, 2017

Attachments:
Attachment A – Book Selection Policy, Palm Beach County Library Advisory Board Resolution, December 1968
Attachment B – Library Standards and Outcomes, Florida Library Association, Objective 4.1