

Materials Selection/Collection Development Policy

A. Objectives

The Pahrump Community Library is a public facility supported through taxes from the residents of the District and from tax funds provided by the State of Nevada. The Pahrump community is a rapidly growing one, which includes people from diverse educational, cultural, and economic backgrounds displaying a wide variety of interest, needs, values, viewpoints and occupations.

Because of the volume of publishing, as well as the limitations of budget and space, the library collection is not archival in nature. The library, therefore, must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Freedom to Read Statement has been endorsed by the Pahrump Community Library Board of Trustees and is an integral part of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The initial responsibility for the selection of the library materials rests with the Library Director who operates with the framework of the policies determined by the Pahrump Community Library Board of Trustees. The Library Director is responsible to the Board of Trustees for the growth and development of the numerous collections within the library. The ultimate responsibility for the selection rests with the Library Director, under the framework of the policies determined by the Pahrump Community Library Board of Trustees.

C. Criteria for Selection

Professional staff will select materials for the collection from general and specialized review media, trade publications, publishers and bookseller's catalogs. In addition, materials may be selected in response to patron requests, from donations or from actual evaluation of the materials. In general, the work as a whole is considered, as well as how it will relate to the collections.

Reviews are a major source of information about new materials. The primary sources are professional journals (Library Journal, New York Times Book Review, and Baker & Taylor Forecasts, Publishing Weekly, and Booklist).

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.

Selection Criteria: Materials are evaluated according to one or more of the following criteria:

Present and potential relevance to community needs

Currency

Statistically meeting the needs of a growing community

Suitability of subject, style, and reading level for the intended audience

Local, state, or regional significance.

Relation to the existing selections

Availability

Within budget limitations

D. Electronic Information Sources:

Electronic resources, are provided to increase the depth of the collection. Pahrump y Library District acquires licensed electronic databases for use by the patrons from within the library, or available remotely. Selection criteria for electronic databases are determined by the same criteria as printed material.

E. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Pahrump Community Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state. Interlibrary loan materials will be monitored by the staff for possible purchase by the library.

F. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can refuse to accept

them, or dispose of them, as he/she sees fit, in general, they will be given to the Pahrump Friends of the Library for sale. The same criteria of selection, which are applied to purchase materials, are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. The director will make book selection if no specific book is requested. The Pahrump Community Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

G. Weeding

To ensure that the collection continues to meet the diverse and changing needs of the community, Pahrump Library District engages in continual evaluation to maintain a current and relevant collection. Since it is a disservice to patrons to keep books that contain inaccurate or dated information, Pahrump Library District has established a set of criteria (based on the MUSTIE System) to determine when an item should be transferred or removed from the collection. The MUSTIE System is an approved set of guidelines recommended by the Nevada State Library and Archives. The following criteria apply to all materials, including those that are gifts:

- Material is damaged and cannot be repaired.
- Worn out-whose pages are dirty, brittle, or yellow, frayed binding, broken backs, or dingy, dirty or smelly.
- Resources that are out-of-date or offer inaccurate data.
Newer, more complete or authoritative resources are available.
- Multiple copies of a work are no longer needed to meet the demand.
- Use of materials indicates that the item no longer needs to be housed (materials more than 10 years old that have not circulated in the last three years). Does not apply to classics or local history.

Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisition and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

H. Potential Problems or Challenges

The Pahrump Community Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the selection criteria stated in this policy.

Responsibility for the selection of children's reading materials checked out by the child rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library item will be sequestered except to protect it from damage, vandalism or theft.

I. Challenged Materials

Although materials are carefully selected, there may arise differences of opinion regarding suitable materials. Patrons requesting that an item be withdrawn from, or restricted within, the collection must complete a "Statement of Concern About Library Resources" form, which is available in the library. Within thirty (30) calendar days of the library director receiving a Statement of Concern About Library Resources form, the library director shall review the concern and respond in writing to the complainant, with a copy to the Pahrump Community Library Board of Trustees, as to whether the challenged material meets the framework of the policies and selection criteria of the Pahrump Community Library and any resulting action to be taken by the library director.

If the complainant is not satisfied with the library director's written response, the complainant may request an appeal to the Pahrump Community Library District's Board of Trustees. The complainant's request to appeal must be submitted to the library director, in writing, within fifteen (15) calendar days of the date of the library director's written response.

Within five (5) calendar days of the library director receiving a request for an appeal, the library director shall notify the Board of Trustees' Chair to place an agenda item on a regular meeting of the Pahrump Community Library Board of Trustees to review the concern and review the library director's written response regarding whether the challenged material meets the framework of the policies and selection criteria of the Pahrump Community Library.

J. Exclusion of Materials

The following types of materials may be excluded from Pahrump Library District collections, due to unsuitability in meeting general public demand and physical use:

1. Textbooks are selected when they meet the selection criteria and when they assist the library in fulfilling its roles. No attempt is made to purchase textbooks for curriculum support. Most textbooks in the collection were donated, and deemed useful to support subject areas.
2. Materials may be excluded because of cost, slight demand, or availability elsewhere.
3. Materials may be excluded if the format is unsuitable for library circulation: poor binding, loose-leaf, broadside, etc.

4. Materials reviewed negatively in standard review publications may be excluded.

Adopted by the Pahrump Community Library Board of Trustees ~~8/8/05~~ 12/8/14

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If the complainant is not satisfied with the library director's written response, the complainant may request an appeal to the Pahrump Community Library District's Board of Trustees. The complainant's request to appeal must be submitted to the library director, in writing, within fifteen (15) calendar days of the date of the library director's written response.

Within five (5) calendar days of the library director receiving a request for an appeal, the library director shall notify the Board of Trustees' Chair to place an agenda item on a regular meeting of the Pahrump Community Library Board of Trustees to review the inquiry-concern and review the library director's written response regarding whether the challenged material meets the framework of the policies and selection criteria of the Pahrump Community Library. if necessary place it on the agenda of a regular meeting of the Pahrump Community Library Board of Trustees.

J. Exclusion of Materials

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Adopted by the Pahrump Community Library Board of Trustees 8/8/05,12/8/14

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

The trustees of Pahrump Community Library have established a materials selection policy and a procedure for gathering input about particular items, and it states "The ultimate responsibility for the selection rests with the Library Director." (A copy of the Materials Selection/Collection Development Policy is available upon request.) *Completion of this form is not a guarantee that a material will be removed from the Library's collection.* Please return the completed form to the Library Director.

Pahrump Community Library
701 East St.
Pahrump, NV 89061

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent your own opinion? ____ Or that of an organization? ____

Name of Organization _____

1. Resource on which you are commenting:
__Book (e-book) __Movie __Magazine __Audio Recording
__Digital Resource __Game __Newspaper __Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the Director to consider?

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Pahrump Community Library
701 East St.
Pahrump, NV 89061

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent your own opinion? ___ Or that of an organization? ___

Name of Organization _____

1. Resource on which you are commenting:
___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording
___ Digital Resource ___ Game ___ Newspaper ___ Other

Title _____
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2. What brought this resource to your attention?

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