

# BRUNSWICK COUNTY LIBRARY MATERIALS SELECTION POLICY

## I. PURPOSE OF THE COLLECTION

The purpose of this Library's collection is to aid all residents of Brunswick County in their pursuit of information, education, and recreation by providing a collection of professionally selected materials on a variety of subjects in print and other media; organizing and preserving those materials; making them freely and easily available to residents and taxpayers; offering guidance in their use; and serving the community as a reliable reference source.

## II. RESPONSIBILITY FOR MATERIALS SELECTION

Responsibility for materials selection rests ultimately with the Library Director who operates within the budget and the policies determined by County Government, the Library Board, and state and local standards. It is the responsibility of all staff members to report patrons' requests and needs, and to suggest titles and subjects for consideration. Professional reviews and lists of standard works are consulted as an aid in selection. Suggestions from patrons evaluated by the staff based on the library's criteria for selection.

As a public agency, the Library will attempt to anticipate and meet reasonable community needs within the limitations of budget, space, and availability.

## III. CRITERIA FOR SELECTION

In choosing materials to meet the needs of the community, a conscientious effort is made to judge items on the following qualities:

- Community needs and interests
- Importance of subject matter to the collection
- Contemporary significance and permanent value
- Accuracy, objectivity and timeliness of information and data
- Need for additional or duplicate materials
- Price, format, ease of use
- Commercial availability

- Popular demand and its nature
- Potential local use
- Style (clarity, readability and manner of presentation)
- Comparison with titles in the existing collection and other materials available
- Availability of specialized materials through interlibrary loan and nearby libraries
- Evaluation by critical reviewers
- Literary value (local writers' works may be considered with more leniency than those of some other writers)
- In the case of controversial topics, the Library Director may defer to the vote of the Brunswick County Library Board of Trustees before purchase decision upon Trustees' vote at their next scheduled meeting.
- Appearance of title in special index or bibliography ("classics")
- Common sense

#### IV. TEXTBOOKS

Providing textbooks and curriculum materials is generally the responsibility of schools. Textbooks are purchased for this collection only if they supply the best or only information about a subject.

#### V. CHILDREN'S MATERIALS

The stated principles are applicable to children's materials. The juvenile collection is carefully chosen with emphasis on books, periodicals, and other materials which stimulate imagination, assist in the development of skills and abilities, and provide sound information and understanding of the world. Materials about the processes of human physical development and reproduction are carefully selected according to scientific accuracy, dignity, and simplicity of presentation.

Books about religions, races, and countries are chosen for their accuracy and objectivity.

Materials of considerable literary merit, and titles recognized as children's classics are included in the collection, even though they may contain words or phrases that are unacceptable today. The Library Director has discretion to defer to the Brunswick County Library Board of Trustees should any need for consultation arise. The Trustees' final vote will stand as the final decision.

The Library cooperates with schools so that the two agencies can complement each other. The major function of a school library is to furnish curriculum-related materials for the student body. The public library can provide a more comprehensive collection.

## VI. GIFTS AND MEMORIALS

Gifts of money are always welcome. Donations of books and other materials are accepted with the understanding that the Library Director and Board of Trustees will determine their disposition according to these collection standards.

A receipt showing the number of items donated may be given to the donor, but it is illegal for the library staff to evaluate used materials for tax purposes.

An individual or organization wishing to give a memorial or honor gift should contact the library. A specific title or subject may be requested. A check payable to the Brunswick County Library must be received before the memorial can be ordered. An acknowledgement card can be sent to the designated family and the book will be marked with a memorial book plate(s).

Used materials are generally not accepted as memorials. The Library does not collect "rare" materials.

## VII. CENSORSHIP AND THE USE OF LIBRARY MATERIALS

Responsibility for children's reading and other use of library materials rests with parents or legal guardians. The selection of materials for the adult collection is not to be restricted by the possibility that children may obtain materials their parents consider inappropriate.

The Library recognizes that many ideas are controversial and that any given item may offend someone. Library materials will not be marked or identified to show approval or disapproval of the contents. If a library patron requests the Library to review a book's removal from its collection, the library staff will request that the patron fill out the REQUEST FOR CONSIDERATION form, which will then be forwarded to the Chair of the Brunswick County Board of Trustees for a rendered decision at their next meeting. The patron will receive a written response to their concern.

Materials in some fields are more subject to theft and mutilation than others. If an item is essential to a well-rounded collection, it may be protected by non-circulating status or closed stacks. In the case of some individual titles that are generally available in bookstores, but which are regularly stolen or "lost," the decision may be made not to replace them.

The use of expensive items or scholarly items of great value and use of expensive equipment may be controlled to the extent required to preserve them from damage or loss.

## VIII. ACQUISITION OF MATERIALS

Library materials are acquired from distributors, from publishers and area merchants, and occasionally from authors. Consideration is always given to discounts, cost and availability of processing, and speed of delivery. Materials are not generally purchased from private individuals.

The Library cannot order materials for patrons to purchase. The staff can provide names and addresses and websites of publishers, bookstores, and used book dealers.

## IX. LOCAL HISTORY

The Library collects for public use materials which relate to the history and development of Brunswick County. The collection is not limited to any one format, but the Library cannot accept artifacts. The collection also includes biographies and histories of North Carolina, and genealogical materials of interest in this area. These materials are general expensive and/or irreplaceable, and so are considered non-circulating reference materials. Duplicate circulating copies of some materials may be available.

## X. MAINTENANCE OF THE COLLECTION

"Weeding" is materials selection in reverse and is governed by selection principles. Factors for consideration when discarding materials include physical condition, age (dated or obsolete information), subject matter, current interest and popularity, multiple copies, availability of new editions, and historical value.

Revised and adopted by the Brunswick County Library Board, October 6, 1986,  
Reviewed by the Board's Policy Committee, September 30, 1992,  
Reviewed by the Library Board, January 28, 2002.  
Reviewed and adopted by the Library Board, May 9, 2022.