

Materials Selection Policy:

The purpose of the Park City Public Library materials selection policy is to guide the librarians and to inform the public about the principles upon which selections are made. A policy cannot replace the judgment of the librarians, but state goals and indicating boundaries will assist them in choosing from the vast array of available materials.

Materials selection aims at maintaining a collection of materials for meeting the informational, reference, research, educational and recreational needs of the community.

The library endorses the Library Bill of Rights adopted by the American Library Association as it concerns materials selection and library collections. It is included as an appendix to the materials selection policy.

The words "book", "library materials", or other synonyms as they may occur in this policy have the widest possible meaning; hence it is implicit in this policy that every form of permanent records is to be included, whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. This includes, but is not limited to books, periodicals, audio recordings, video recordings, and electronic media.

"Selection" refers to the decision that must be made to add a given book or item to the collection. It also refers to the decision that must be made whether to retain a book or item already in the collection. It does not refer to reader guidance.

Responsibility for book selection lies with the Library Director, and to those staff members to whom he/she delegates the responsibility. Suggestions from patrons are welcome and given serious consideration within the general criteria. Unusual problems or deviation from the policy will be referred to the Director for resolution.

The primary objectives of book selection shall be to collect materials of contemporary significance and of permanent value. The library will always be guided by a sense of responsibility to both the present and future in adding materials which will enrich the collections and maintain an overall balance. The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. The library will provide, too, a representative sampling of experimental or ephemeral material, but will not attempt to be exhaustive. The library does not consider it necessary or desirable to acquire all books on any subject.

The library recognizes that many books are controversial and that any given item may offend some patrons. Selections will not be made based on any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of patrons. Materials are evaluated as a whole and not based on a particular passage or passages.

Library materials will not be marked or identified to show approval or disapproval of the contents. The use of rare or scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that adult books may inadvertently come into the possession of children. Children's books will be selected with the age and educational level of the children in mind.

Guidelines for selection:

1. The library will not attempt to acquire textbooks or other curriculum-related materials except as such will also serve the public.
2. Legal and medical work will be acquired only to the extent that they are useful to the lay person.
3. Because Library patrons represent a wide range of backgrounds, educational levels, ages and reading skills, it will seek to select materials of varying complexity.
4. Special commercial, industrial, cultural, and civic enterprises of the community will be paid due regard in materials selection.
5. The use of standard book selection tools as available to the librarians will be used in the selection of materials.
6. The following general criteria are considered in selecting materials:
 - a. permanent value
 - b. contemporary significance: i.e., attention from critics, reviewers and the public
 - c. popular interest
 - d. widely regarded critical reputation of author
 - e. comprehensiveness and depth of treatment
 - f. clarity, accuracy and logic of presentation
 - g. reputation of publisher
 - h. date of publication
 - i. relationship with existing collection
 - j. artistic merit
 - k. insight and/or perspective into human and social conditions
 - l. price
 - m. Local interest or relevance

Maintenance of the Collection:

Weeding Policy - In response to the changing nature of its community, the library continuously evaluates its collections through the systematic weeding and replacement of materials. Weeding requires skill, care, time and knowledge of the materials to be discarded. Weeding eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or in demand; unnecessary duplicates; and worn out or mutilated copies. Mobile Library items that do not circulate can be withdrawn and either put in the book sale or in or circulating but not cataloged items.

Questions to Ask When Weeding - When weeding, the following questions of a general nature are asked of each material considered.

- What was the last date of circulation? What was the interval of time between checkouts?
- Is the book in attractive and useful condition?
- Is the information and presentation still accurate?
- Is it reliable? Viewpoints and information change with time.
- Does it have appropriate language and usage? Vocabulary and usage reflect a particular time and place.
- Is it duplicate? Older edition duplicates of once popular titles should be discarded.
- Is it appropriate material for this Library currently?
- Older fiction by popular authors, series fiction and fiction classics should be given due consideration.

Additional guidelines and assistance in weeding may be obtained from the South-Central Kansas Library System and the ALA website.

Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

Request for Reconsideration of Materials:

From time to time, people or groups may object to library materials. The library attempts to purchase and shelve materials based on reviews and recommended materials from accepted sources. The library mission is to serve the whole tax-paying population of Park City and subscribes to the American Library Association "Freedom to Read" policy. The following steps will be followed to resolve the matter:

1. Patron completes Reconsideration form
2. Face to face meeting with library director. Patron explains their position
3. Director reviews completed form with patron and discusses options. If the patron is not satisfied with the director's decision, then:
4. 3 people are identified to read the material and determine to remove or keep the material. One board member, one patron and the library director form the review committee. If the committee votes by majority to keep the book, and the patron still pursues the issue then:
5. The library board majority vote decides the issue; keep the material or not.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL **Park City Public Library**

AUTHOR _____

TITLE _____

PUBLISHER _____ COPYRIGHT DATE _____

CALL NUMBER OF BOOK _____ HARDCOVER _____ PAPERBACK _____

REVIEW REQUEST INITIATED BY:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ BUSINESS PHONE _____ EXT. _____

Complainant Represents:

1. Themselves: YES _____ NO _____

2. Other than themselves YES _____ NO _____

3. If yes was marked on #2, give name of group &/or person _____

Address or group &/or person _____

City _____ State _____ Zip _____

Phone number of group &/or person _____ Extension _____

If you need more space for any answers, please use the back side of the sheet or attach a separate page.

1. Have you read the entire book? YES, _____ NO _____

2. If yes, give a summary of the book in your own words.

3. To what in the book do you object? Please be specific and cite pages.

4. What do you feel might be the result of reading this book? Please be specific and cite pages.

5. What do you like or find positive about this book? Please be specific.

6. Is there any age or group that should be allowed access to this book? If yes, who or what group? Please be specific and explain your reasoning.

7. Is there any age or group that should not be allowed access to this book? If so, who or what group? Please be specific and explain your reasoning.

8. Have you read any review of the material and if so, please list the source and date of the review. Yes, ____ No ____

LIST INFORMATION BELOW ABOUT REVIEWS FOUND FOR THIS MATERIAL

Source of Review(s) Date of Sources(s)

9. Are you aware of the judgment of this book and/or of this author by literary critics? Write what you know about these literary opinions.

10. What would you like the library to do about this book?

11. Can you recommend another title for the library to purchase to present the opposite, or an alternative, point of view of the title in question? YES, _____ NO _____

12. If number 11 was answered yes, please give the following information:

Title _____

Author _____

Publisher _____

Copyright
Date _____

ISBN (International Standard Book Number)

Review Source _____

Date _____

Page(s) _____

SIGNATURE _____

DATE _____

This policy was revised and approved by the library board on September 11th 2025