Materials Selection Policy

Gordon City Library

2025

The purpose of the Gordon City Library materials selection policy is to serve as a guide to the librarians and to inform the public about the principles upon which selections are made. The Gordon City Library endeavors to build a strong, usable, and well balanced collection while operating within the framework of policies and objectives determined by the Library Board.

Materials acquired will meet high standards of quality content, expression, and format. The library does not promote particular beliefs or views, but will provide resources with which an individual may freely examine issues and arrive at his/her own decision. Materials may include, but are not limited to the following: books, periodicals, newspapers, CD's, audio books and DVD's. Highest selection priority is given to those materials having the broadest appeal.

I. Adult materials

Points to be considered in the selection of adult materials are literary, educational, informational, and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; and authenticity; and available funds and space. Contemporary and popular authors, artists, and subjects are included, as well as those which have demonstrated enduring worth. Titles are selected on the basis of the content as a whole without regard to the personal history of the author. In the case of controversial content, variety and balance of opinion are sought whenever available. This same criteria shall apply to the selection of audio books, films and other materials.

II. Children's materials

Materials selected for the children's collection must have value for pleasurable reading or, as in the case of audio/visuals, to point the children toward the enjoyment of books. The children's collection shall also provide informative materials in all the fields of knowledge which are of interest to children. The collection is to be selected for children of all ages, abilities, and emphasis is put upon materials which stimulate imagination, mental growth, and the development of a taste for good literature.

III. Juvenile materials

The basic policy for juvenile book selection is to purchase the best current books and to replace and/or duplicate old titles which have proven their value. Books are to be provided for the reluctant, average, and gifted reader in all stages of development, from the emerging reader to the young adult. Selection should cover all fields: recreational, inspirational, and informational, covering a wide range of knowledge which will satisfy the child's natural curiosity and widen his/her interests.

IV. Young adult materials

Young adult books are selected with the aim of helping teenagers find self-realization, live useful, well-adjusted lives in the community, and know and understand the world at large. They are selected to widen the adolescent's thinking, to provide enrichment for the user's life, and to fulfill recreational and emotional needs. Plot, characterization, theme, writing style and appropriateness for the YA reader are taken into account.

V. Movies

Movie titles will be selected to offer a wide variety for adult, young adults, and children. For recreational movies, selection emphasis will be placed upon titles which have been proven to have lasting appeal or value.

VI. Periodicals

A variety of magazines shall be provided to cover a wide range of subject interests and age levels. The titles offered by the library shall be reviewed annually to examine usage and to justify need. Specialty magazines may be offered based upon patron demand.

VII. Textbooks

It is not the purpose of the collection to serve as an elementary, high school, or college supplementary library, although many of its books and materials may be so used. It is the responsibility of the public school system and homeschoolers to supply these curriculum materials to their students, respectively.

VIII. Responsibility for selections

Library staff will use their professional judgment and expertise to make selection decisions, including choosing titles, identifying quantities for purchase, and selecting locations for materials. The responsibility for the selection of materials rests upon the Library Director who operates within the framework of policies determined by the Library Board.

IX. Gifts

Any gifts the library receives will be handled within the bounds and under the direction set forth in the gift policy.

X. Exclusions

If materials are not chosen for the library's collection, it may be due to the following: they do not measure up to the library's standards, the library already has adequate coverage on the subject, there is not adequate interest in the materials to justify the addition, or because of budget or space limitations.

XI. Library Bill of Rights & Freedom to View

The Gordon City Library abides by the Library Bill of Rights and Freedom to View statements.

All materials except for those which are in special demand and/or cannot be duplicated/replaced will be lent for home use under library regulations and procedures.

Approved August 12, 2025

by the Gordon City Library Board of Trustees