

MATERIALS SELECTION AND DE-SELECTION

Policy

The Library provides a wide range of materials to serve the community's need for information, enlightenment, enrichment, education and entertainment. All materials in the library collection are subject to review by staff and will be de-selected if they are no longer required to fulfill the needs of the community.

Selection

Guidelines

- Materials will present a variety of styles, illustrations, languages and reading levels to reflect the various cultural, recreational and learning needs within the community.
- Depending on customer needs, material may be available in more than one format.
- Selection preference will be given to materials which, in the experience of staff, will be used most by customers.
- Customers may be asked by staff to use electronic resources or interlibrary loan to obtain material if in the judgment of staff purchase of the item does not fit the criteria for inclusion in the collection.
- Material will not be selected which cannot withstand repeated customer use. Non-standard format materials or obsolete formats (less than 30% of current consumer market share) will not be selected. New formats will not be selected until they obtain an approximate 70% consumer market share in the consumer market.
- Self published works, defined as when an author has paid for the publication of their work, will be selected if the work meets the standards of commercially published works and presents a unique work of particular interest to Phoenix Public Library customers. Items with positive reviews in standard consumer and professional media will be preferred.
- Each branch will provide a range of materials to serve the immediate needs of its local community.

- The Burton Barr Central Library will house the largest collections of circulating and reference materials and the Library's special collections.
- Regional libraries, the largest of the branches, will house a broad range of materials of interest to the local regional community.
- Some materials will be obtained from other collections rather than residing in the Library's collection. Interlibrary loan will be used to obtain materials from local and national libraries. In some cases, customers may be referred to affiliate and special libraries within the Phoenix Metropolitan area for access to materials not carried by the Phoenix Public Library.

Regulations

- A broad and inclusive range of materials representing the varied interests, values and viewpoints of Phoenix residents shall be purchased with an emphasis on the reading, viewing and listening interests of the general public.
- Materials will represent majority and minority interests and viewpoints of the community.
- Parents and legal guardians have the responsibility to oversee their child's exposure to and use of library materials.
- Phoenix library agencies will share materials throughout the system to maximize use of the collection and to allow for a wide range of purchases.
- The Phoenix Public Library supports the principles of library materials selection contained in the American Library Association's "Library Bill of Rights," "Freedom to Read" and "Freedom to View" statements.

De-Selection

Guidelines

- Each year an annual plan for de-selection and collection analysis will be submitted by Collection Development and approved by Administration.

- With the exception of some classic materials, or materials presenting important minority viewpoints, materials are expected to present up-to-date information.
- Objective de-selection criteria includes, but is not limited to:
 - Physical condition of the item
 - Current and historical use of the item by customers or staff when compared to other similar items
 - Accuracy of the information
 - Older editions for which revisions are available in the Library's collection
 - Multiple copies no longer used by customers
 - Availability of newer, better used works.
- The Library will set expectations for use and may deselect items that are not used at the expected level. When examining circulating collections, both actual circulation and in-house use will be considered.
- Any branch in the system may house unique items. De-selection of unique materials may be made at any location. If local staff identify materials that in their professional opinion may have long-term importance¹ for the Phoenix Public Library's collection, these items will be routed to the Collection Development Section to be evaluated for inclusion in the Central Library collection.
- For branch libraries in general, items added to a collection will require that an equal number of items be de-selected in order to maintain consistent collection size.
- Certain subject areas will be targeted for more stringent de-selection than others due to more frequent changes in current information on the topic. These areas include but are not limited to economics, law, medicine, current business practices and annual testing and travel guides.
- Each branch is expected to maintain an average of 12 inches of empty shelf space on its circulating collection's shelves. This helps house the collection during slower than normal circulation periods and ensures that space is available for new items.
- Items which are de-selected will be sent to the Friends of the Phoenix Public Library according to a City of Phoenix contract.

¹ Long-term importance is defined as materials dealing with Phoenix and Arizona or classic works that are no longer in print.

Regulations

- Library staff will conduct an ongoing evaluation of materials to determine their current usefulness to Library customers. Items deemed to not meet current interest will be deleted from the collection.
- Staff is expected to submit short collection analysis documents to Collection Development for each area evaluated so that system wide descriptions of current use may be made available to those selecting material for the Library.
- Objective criteria such as physical condition, customer use and accuracy of data presented will be used to determine what materials should be removed from the collection.
- Materials will not be removed from the collection because of the personal views or beliefs of the staff or customers without a formal written review process (see below).
- Materials whose physical appearance is unacceptable must be mended, replaced by a newer copy or de-selected. A collection that presents a well-maintained physical presence maintains credibility with customers.

Reevaluation of Materials

The public and Library staff may request that an item be reevaluated if they are concerned that it does not meet this Materials Selection and De-selection Policy.

A "Request for Reevaluation" form must be completed by the person requesting the review. The requestor's correct name and contact information must be included. Library staff or the requestor will forward the form to the Collection Development Coordinator. This form, and the written response to it, becomes part of the public record.

The selection staff and the Collection Coordinator will review selection criteria for the material and make a written recommendation to the City Librarian on the disposition of the item.

The person who requested the reevaluation will be informed in writing of the decision.

Gifts

Gifts may be accepted for placement in the Library's collection. The professional staff will determine what gifts are added using the same selection criteria used for purchased items.

Gift items not selected for addition to the collection will be given to the Friends of the Library.

The Library is not bound to add donated items to the collection.

Approved by Library Advisory Board January 19, 2011.