

# Materials Selection Guidelines

## **Executive Summary**

Pursuant to Utah Code Title 9 Chapter 7 Section 504 and Salt Lake County Ordinance 2.21.040, the Library Board of Directors is responsible for establishing the library's "Material Selection Policy" which documents current collection management policies and can be found in its entirety on the library's web site (<https://www.slcolibrary.org/policies/pdf/Material-Selection-Policy.pdf>).

The Library Board recognizes that the County's citizens possess widely diverse and separate interests, backgrounds, cultural heritages, social values and informational needs. The collection supports the library's mission and service priorities, within budget and space limitations, to serve the needs of all citizens. The Library Board does not endorse every idea or presentation contained in library materials.

### ***Who selects materials for the library?***

Selectors are professional librarians delegated by the director for this role. Most of the library's professional librarians select materials for their individual libraries or for the system as a whole. The library's entire collection housed in all its libraries or in digital format online is available to all Salt Lake County residents who obtain a library card.

### ***What criteria determine how materials are chosen?***

- Budget and price of the material
- Popularity and anticipated demand of material
- Significance and value to the collection
- Qualifications of the author or producer
- Suitability of subject for the intended audience
- Suitability and quality of format
- Timeliness and currency
- Reviews in library-specific selection guides and in the general media

### ***What criteria will not exclude materials from being chosen for the library collection?***

- Race, religion, nationality, sex, sexual preference or the political views of an author
- Frank or coarse language
- Controversial nature of an item, including cover art
- Endorsement or disapproval of materials by an individual or organization
- A possibility that materials may inadvertently come into the hands of children

### ***Who may access library materials?***

All individuals have the right to choose which library materials they or their minor children will use, according to the provisions of the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement. The library does not assume the role of parent, but encourages parents to guide their child's selection of library materials in supporting their individual family values. The responsibility for the reading and viewing choices of children rests with parents and legal guardians.

### ***How may a citizen request reconsideration of materials?***

Recognizing that individuals may take issue with the selection of specific items in the collection, a citizen may complete a "Request for Reconsideration of Materials and Services" form found on the library's web site (<https://www.slcolibrary.org/information/forms/reconsideration>). Requests are handled in a timely manner by library staff according to the "Reconsideration of Materials and Services Policy."

### ***What should a citizen expect as a result of a request for reconsideration of materials?***

- Timely written response to a reconsideration request by library staff
- Explanation of how the material meets the library's selection criteria
- What action will be taken by the library in response to the request
- In some cases, a review of the material's classification (as juvenile material, for example)
- No materials are sequestered from public access based on a request for reconsideration
- Materials are not necessarily removed from the collection as the result of a request