

## **Alexandria-Monroe Public Library Selection of Materials Policy**

The Alexandria-Monroe Public Library selects materials in accordance with the following policy:

The Library provides materials and services to support the informational, educational, and entertainment needs of the citizens of the City of Alexandria and Monroe Township.

Selection and purchase of library materials rests with the library director who may delegate responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. The informational, educational, and entertainment needs of the community will be considered in selecting materials.

Prior to the beginning of each budget year, the director will determine how budgeted funds will be allocated among the major collection subdivisions. Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making.

Materials may be selected based on positive reviews in professional journals or in the ability of the material to further the mission statement of the library. Popular demand, such as bestsellers, school bibliographies, or local interests, may also be used as the criterion for selection of materials. Items may be placed on a standing order list to ensure timely delivery. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

The Library does not attempt to acquire textbooks that specifically support local curricula, but it may acquire textbooks for general use by the public. Multiple copies of popular books, e.g., bestsellers, resume guides, or tax preparation, may be purchased to meet short-term demand. Paperback books will be purchased when available to meet short-term demand. The library will attempt to have information available in a variety of formats when available and practical. Multiple copies of materials in DVD or Blu-Ray format may be purchased if high demand is anticipated. Film and audio recordings will be selected for potential long-term use that meets general interests. Regardless of an item's popularity, the library may choose not to select it if the available format is not durable enough to withstand reasonable library use or if it would require excessive staff time to maintain.

Objections to items in the collection should be made in writing to the library director. (See also the "Request for Reconsideration of Materials" policy.) Materials are periodically removed from the collection in accordance with the library's "De-selection of Materials" policy.