

Materials Selection/Collection Development Policy

The following are the rules and regulation of the Mexico Public Library as adopted by this library's Board of Trustees on July 13, 2022.

A. Mission

It is our mission to provide an environment where lifelong learning skills are developed.

The purpose of the Mexico Public Library is to support the development of an informed community through literacy and by collecting, transmitting and ensuring open access to the world's ideas and information.

We strive to meet all of our patron needs with access to emerging technologies that serve as a gateway to information in our library and around the world. We especially recognize our responsibility to serve as a place for children to develop lifelong reading skills, as well as to discover the joy of reading and the value of libraries to our communities.

B. Objectives

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Mexico Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as necessary.

A. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Mexico Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; as appropriate.

B. Criteria for Selection

The Library maintains a general collection on a wide range of topics, but, as a popular materials center, primarily focuses on the current, high-demand needs and interests of its users. Materials are purchased in a range of formats to meet the various accessibility needs of the community.

1. The main points considered in the selection of materials are:
 - a. Relevance to the needs or interests of the community
 - b. current popular appeal/demand
 - c. reputation and/or authority of author/publisher
 - d. suitability of format for library use
 - e. relevance to existing library holdings
 - f. budget
 - g. date of publication
 - h. literary or artistic quality

2. Reviews are a major source of information about new materials. The primary sources of reviews are industry publications, such as BookList, the New York Times Book Review and online booksellers, such as Amazon.

3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

4. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests are purchased when possible. The nonfiction collection provides timely, accurate and useful informational materials to support individual and community interests. Mexico Public Library emphasizes non-scholarly materials and relies heavily on interlibrary loan for academic and in-depth coverage of subject matters. The library will not attempt to furnish textbooks or formal study materials needed for courses of study offered by schools or institutions of higher learning.

C. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Mexico Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

D. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director/library manager if no specific book is requested. The Mexico Public Library encourages and appreciates gifts and donations, and can receive cash, check or electronic donations through Paypal or Square.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

E. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Item removal is dependent upon current demand, damaged or poor condition, usefulness, more recent acquisitions, availability of newer editions, availability elsewhere through interlibrary loan. This ongoing process of weeding is the responsibility of the library director/library manager and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

F. Potential Problems or Challenges

The Mexico Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

G. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library

Material" form, which is available in the library. Forms will be accepted from residents of the library's legal service area who have read, viewed, or listened to them in its entirety.

Library staff will review the request in relation to the Library's mission and selection criteria. The Library director will review the request and reply within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process. If still unsatisfied, the requestor may present concerns to the Library Board of Trustees.

The inquiry will be placed on the agenda of the next regular meeting of the Mexico Public Library Board of Trustees.