

# MATERIALS SELECTION POLICY FOR THE MOORESVILLE PUBLIC LIBRARY

## **I. Introduction**

### **A. Purpose and Scope of Materials Selection**

The purpose of materials selection is to acquire, organize, preserve and provide access to current, authoritative, and a practical collection and resources. The scope is to provide a comprehensive and diverse selection to assist patrons with consumer, informatics, research and leisure materials.

### **B. Review of Collection Development Policy**

To insure an up-to-date selection, both the Core Collection Development Policy as well as the discipline and sub-discipline collection development policies will be reviewed by appropriate library staff every two years.

## **II. Responsibility for Selection**

The Director has operational responsibility for collection development. The Director allocates the materials budget, and insures that the collection is in conformity with the Materials Selection Policy. The entire professional staff is involved with selection. Under the Director's direction, the collection is divided and delegated to members of the professional staff who are qualified to perform the task, based on education, training and experience. Individual librarians have responsibility for parts of the collection, as outlined

## **III. Material Selection Tools and Criteria**

When selecting non-fiction material, the library selection team considers the Mooresville Public Library criteria for consideration of materials. The major criterion for materials selection for consideration to the library collection is the relevance of the materials to the education. The procedure includes evaluating the materials based upon: author's competency, date of publication, quality, publisher, intended author, purpose, accurately, and contents. The library selection team also attempts to meet the patrons' demands while making a special effort to obtain materials representing all sides of spectrum. Patron requests are considered if the request(s) meet the MPL criteria.

**DISCLAIMER:** Mooresville Public Library is not intended to take the place of consultation with your own qualified health provider. Mooresville Public Library makes no claims to the accuracy, completeness, reliability, or currency. The library consumer health selection team faithfully attempts to provide resources based on criteria with the evaluation tools listed in this policy.

## Library Selection Team

Collection or Format	Collection Manager
Adult Nonfiction	Reference/ Cataloging & Indiana Room Librarian
Adult Fiction	Director, Coordinator of Circulation, and Readers' Advisory Librarian
Adult Paperbacks	Director , Assistant Reference Librarian
Children's & Young Adult	Youth Services Librarian
Gift Books	Coordinator of Circulation and Readers' Advisory Librarian, Youth Services Librarian
Other Gift Formats	Director, Youth Services Librarian, Coordinator of Circulation
Large Print books	Director
Videos, DVDs	Director, Coordinator of Circulation Youth Services Librarian
Recorded Music	Director, Reference/ Cataloging Librarian, and Youth Services Librarian
Audiobooks/eAudio	Reference/ Cataloging and Youth Services Librarian
Language Audio	Reference/ Cataloging and Youth Services Librarian
CD-ROMS	Reference/ Cataloging, Coordinator of Circulation, and Youth Services Librarian
Foreign Language Specialization	Reference/Catalog
Periodicals and Newspapers	Director, Youth Services Librarian, and Reference/ Cataloging
Children's Games	Youth Services Librarian
Young Adult	Youth Services Librarian

## 1. Selection Guidelines

Collection Goal: increase and update the resources by accessing the collection each year to determine updates, replacements, and acquisitions.

Major Subclasses	Collecting Guidelines	Selection Sources	Weeding Guidelines	Action Items
Class as a whole	<p>Purchase generally for practical use. Look for well-written, up-to-date manuals with clear instructions for laymen</p> <p>Select up-to-date career and examination books. Purchase multiple copies of heavily requested material</p> <p>Some classics and authoritative works in subject areas. Most usage is by adults.</p>	<p>Standard sources</p> <p>Publishers' catalogs</p> <p>NEMB</p> <p>Book suggestions</p>	<p>Timeliness very important for manuals, exam books, career, disease books</p> <p>Check at 5-7 yrs</p> <p>Others weed by condition and usage</p>	
Medicine 610-619	<p>Purchase at lay level: health careers, examinations, specific diseases, one volume lay health encyclopedias, prescription drug handbooks, diet and exercise, basic anatomy, history of medicine, some personal accounts</p> <p>Purchase for lay and student use: AIDS, eating disorders, drug and alcohol abuse, smoking. Alternative health and reducing diet books - scrutinize carefully by publisher, author, and reviews.</p> <p>Watch for books on new therapies/medical updates</p>	<p>Standard sources</p> <p>Publishers' catalogs</p> <p>NEMB</p> <p>Book suggestions</p>	<p>Check for currency at 5-7 yrs</p> <p>Most titles weeded after 10 yrs</p>	

The objective of the collection development plan is to provide consumer or general information, not academia research resources. In addition to standing orders of core collection materials, the library selection team will consult reviews from professional journals, standard library sources, reputable publishers, and other authorities across the various disciplines. In addition, standard bibliographies, if available, which are current and significant to their discipline and sub-disciplines. Evaluation tools and aids for all disciplines, including fiction will include, but are not limited to:

## **2. Selection Sources Standard Review Print Sources**

Morse, David. H. *Acquisitions in Health Sciences Librarian*. New York: Neal-Schuman. 1999.

Boorkman, Jo, Huber, Jeffery, and Roper, Fred. *Introduction to Reference Sources in the Health Sciences, 4<sup>th</sup> edition*. New York: Neal-Schuman. 2004.

Barclay, Donald and Halsted, Deborah. *The Medical Library Association Consumer Health Reference Service Handbook*. New York: Neal-Schuman. 2001.

Anderson, P.F. and Allee, Nancy. *The MLA Encyclopedia Guide for Searching and Finding Health Information on the Web*. New York: Neal-Schuman. 2004

Note: According to the discipline or sub-disciplines, other authoritative online databases and resources may be reviewed in order to obtain selection criteria.

## **3. Publications or Publishers' Catalogs:**

The selection team will make selections by reviewing various publishers' catalogs. These are an important source of information, sometimes the only information on a title. Crucial to buying decisions is the reputation of the publisher in general, and the series or type of book in particular. New catalogs are received by or routed to the appropriate selector and to acquisitions clerk, who checks the database for holdings of desired titles, and then send the catalog to selected team members to approve for ordering. Publishers' catalogs are particularly useful for new editions of standard titles, and to fill subject needs.

- Library Journal\* - prepub alert, fiction and nonfiction
- Gale Group
- ALA Medical Library Association
- New York Times Book Review - bestseller lists only
- Kirkus
- Library School Journal
- JAMA
- Publishers' Weekly - used by all selectors
- Baker & Taylor Forecasts
- Booklist - advance only
- VOYA
- Ingram Advance
- Ingram Select

## **4. Other Review Sources**

Although bibliographies are often dated to be used for the most recent publications, they can be helpful to identify standard titles where the age of the material is not a factor. One such scenario would be retrospective acquisitions. Examples for Consumer Health include:

- Ruth Lilly Medical Library
- Bibliography lists provided by professionals
- United States Department of Health & Human Services at [www.healthfinder.gov](http://www.healthfinder.gov)
- United States National Library of Medicine National Institutes of Health at [www.nlm.nih.gov/pubs/resources.html](http://www.nlm.nih.gov/pubs/resources.html)
- Medical Library Association
- MLANET: A User's Guide to Finding and Evaluating Health Information on the Web at [www.mlanet.org/resources/userguide.html](http://www.mlanet.org/resources/userguide.html)
- MEDLINEPLUS: Evaluating Health Information at [www. Nim.nih.gov/medlineplus/evaluatinghealthinformation.html](http://www.Nim.nih.gov/medlineplus/evaluatinghealthinformation.html)

## **5. Patron Title Requests/Staff Recommendations**

All patron requests for new titles (last two years) are considered for purchase, or referred to **Suggestion** forms (see Appendix VII), reserve slips for titles not in the collection, or Interlibrary Loan requests that the Reference or Interlibrary Loan clerk feels should be considered for local purchase.

The librarian in charge of patron book suggestions obtains reviews and refers the suggestions to the assigned selection team member. Requests for other formats are referred to the appropriate selector. Staff recommendations are given high priority, but follow the same procedures as patron requests and must meet the same selection criteria.

## **6. Vendors/Sales Representatives**

Some titles are brought to the attention of library selection team during sales visits from publisher's representatives. These follow the same procedure as patron requests and must meet the same selection criteria.

## **IV. Subject Needs List/Missing Titles**

Reference librarians keep a list of subjects that cannot be filled from the library's collection or standard titles that should be in the collection but are not (or are not in sufficient quantity). The assigned selection team member identifies and purchases titles to meet these needs.

## **V. Weeding/Mending**

The library selection team will also act as the de-selection team. The team will weed the collection periodically (see insert in chart) to ensure continued relevance of the collection and to provide sufficient space for new materials. Items removed from the collection will be sent to offsite storage or withdrawn from the library, as appropriate. The following factors will be considered in weeding decisions:

- Currency and accuracy of the information presented in the item
- Examination of the circulation history of potential weeds due to condition identifies heavily used materials that should be replaced with the same or similar titles.
- Books in poor condition are referred by the mending technician and by pages to the selector for possible replacement.

### Mending, Retrospective, and de-selection Chart

Format	Mend if:	Discard if:	Repurchase if:
Books	<p>Book is still in demand</p> <p>Book is in decent shape and is mendable</p> <p>Replace missing pages if book is not replaceable, still in demand, and not easily available through Interlibrary Loan</p> <p>Note: At this time, we do not send circulating books out to be rebound. Many titles are now available in paperback for replacement</p>	<p>Book is no longer in demand</p> <p>We have adequate copies of title</p> <p>We have sufficient information in other titles</p> <p>Book has out of date info</p> <p>Book is in poor shape - yellowed pages, dried out binding, damaged cover, missing pages</p>	<p>Book is still in demand and is in print, and we do not have adequate copies of the title, or sufficient information in other books or subject matter</p> <p>Try hard to replace original title or if older than 5 years, seek an updated edition</p>
Books on Tape  Books on Compact Disk (CD)	<p>Tape is mendable and entire set is in decent shape</p> <p>Repackage as needed</p> <p>CDs are not repairable but can be cleaned and renewed by special machine</p>	<p>Three tapes in set have been mended</p> <p>2 compact disks abridgements are not mended.</p>	<p>Title is still in demand</p> <p>Repurchase single cassettes where appropriate</p> <p>Repurchase entire title, either from same vendor or another vendor if entire set is past its useful life.</p> <p>Books on Tape are not repurchased</p>
Videos  DVDs	<p>Videos are no longer repaired</p> <p>DVDs are not repairable but can be cleaned and renewed</p>	<p>Video has had many circulations and is worn beyond repair (streaks, fuzzy, several breaks)</p> <p>DVD is cracked or otherwise unrepairable</p>	<p>Title is still in demand - only repurchase in DVD format</p>
Recorded Music	<p>Audiocassettes and CDs are sometimes repaired, often discarded</p>	<p>CDs are durable, but if checking in CD player indicates problem, CD is cleaned and still unplayable it is discarded</p>	<p>Title is still in demand</p>

The selection team reads reviews and recommends book titles for purchase. Individual librarians have responsibility for parts of the collection, as outlined below. Additionally, professional staff has been assigned responsibility for weeding, replacement and augmentation.

## **VI. Holds Lists/Purchase Alert Reports/Other Reports**

All Holds are monitored by the acquisition clerk who identifies frequently requested materials that are not in the collection in adequate numbers. Also, reports from our automated library services will be regularly checked to identify heavily reserved titles. As of July, 2006, we are purchasing one reservable copy for every five book requests. Other reports (such as Lost and Paid, Claims Returned or Discard) identify possible titles for replacement.

## **VII. Gifts/Standing Orders**

The Mooresville Public Library gratefully accepts gifts and donations with the following guidelines. Core selections will be placed on

## **VIII. Formats**

The selection team seeks to provide all formats, deemed appropriate for that collection. Formats include, but are not limited to print, audiovisual, multimedia, and online resources. Choices are also evaluated by the team to determine the rationale for inclusion into the general library collection. The selection will be based upon budgetary and technical limitations, development of new formats, and the actual need of the community. Selection will be based on similar procedures for print, patron demand, community needs, product development stage, and critical reviews. Formats considered are:

1. Video games
2. Books on Cassettes
3. Books on CD Roms
4. Playaways
5. Rocket Books/ e-reader devices
6. E-books

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