



Fairbanks North Star Borough Libraries

Materials Selection Policy

I. Policy Determination

The Director of the Fairbanks North Star Borough Public Libraries, with the approval of the Library Commission, will set the policy governing materials selection. This policy shall be reviewed and reaffirmed periodically by the Director and the Library Commission to ensure that both the Library Director and the Library Commission are knowledgeable about the policy and agree to it.

II. Responsibility

Ultimate responsibility for materials selection rests with the Library Director, or designated acting Library Director. The delegated responsibility for coordinating selection and collection management lies with the Collection Services Manager, or designated acting Collection Services Manager. The Library Selection Committee, made up of the professional librarians with collection development responsibilities, assist by reviewing and recommending materials for acquisition or disposal in assigned subject areas. The Committee meets regularly to consider issues concerning material selection, reconsiderations, and collection management.

The Fairbanks North Star Borough Public Libraries encourage FNSB library card holders' participation in collection development. Suggestions from the FNSB Library cardholders will be given due consideration.

III. Intellectual Freedom

The Fairbanks North Star Borough Public Libraries subscribe to and support the American Library Association "Library Bill of Rights", American Library Association, June 30, 2006. <http://www.ala.org/advocacy/intfreedom/librarybill> and its interpretations, "Libraries: An American Value", American Library Association, June 30, 2006. <http://www.ala.org/advocacy/intfreedom/americanvalue>, "The Freedom to Read Statement", American Library Association, July 26, 2006, <http://www.ala.org/advocacy/intfreedom/freedomreadstatement> and the "Freedom to View Statement", American Library Association, May 29, 2007. <http://www.ala.org/advocacy/intfreedom/freedomviewstatement> effective this date – April 18, 2022, copies of which are appended to and made an integral part of this policy.

IV. Selection Criteria

Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community. Material selection



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is limited by factors such as materials budgets, space, agreements with other libraries, and content of existing collections.

Each potential acquisition must be considered in terms of its own excellence and the audience for whom it is intended. There is no single standard which can be applied in all acquisition decisions. Some materials may be judged primarily in terms of artistic merit, scholarship, or value as human documents, while others are selected to satisfy the recreational or informational needs of the community.

Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open- mindedness, and responsiveness in the evaluation and re-evaluation of all library materials. In order to build collections of merit, all acquisitions, whether purchased or donated, will be considered according to the following general and specific criteria listed below alphabetically and given equal merit.

A. General Criteria for the Evaluation of Library Materials

1. Appropriateness and effectiveness of medium to content.
2. Attention of critics, reviews, and public.
3. Cooperative agreements with other libraries.
4. Importance as a document of the times.
5. Insight into human and social conditions.
6. Present and potential relevance to community needs and interests.
7. Prizes, awards, or honors received.
8. Relation to existing collection and other material on subject.
9. Reputation and/or significance of author, producer, artist, etc.



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10. Skill, competence, and purpose of author, producer, artist, etc.
 11. Suitability of physical format for library use.
 12. Suitability of subject and style for intended audience.
- B. Specific Criteria for the Evaluation of Works of Information and Opinion**
1. Authority of author, producer, artist, etc.
 2. Clarity, accuracy, and logic of presentation.
 3. Comprehensiveness and depth of treatment.
 4. Contribution of the work to balance the collection.
 5. Objectivity and integrity.
 6. Representation of challenging works, including extreme and/or minority points of view.
- C. Specific Criteria for the Evaluation of Works of Imagination**
1. Artistic expression, presentation, and experimentation.
 2. Effective characterization.
 3. Representation of important movement, genre, trend, or national culture.
 4. Sustained interest.
 5. Vitality and originality.
- D. Gifts**



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1. The library welcomes unconditional gifts of materials or monetary gifts to purchase materials. Gift materials will be evaluated according to the criteria listed above to determine their suitability for inclusion in the library's collection.
2. Donated materials not selected for inclusion in the library's collection will be disposed of following the procedures outlined in Section V.B.

V. Collection Maintenance

A. Weeding

Weeding is an essential and accepted part of library collection development. Weeding of the collection will be performed by members of the Selection Committee. Members of the Selection Committee are expected to use the following weeding criteria (listed alphabetically and given equal merit) and their own experience and judgment in considering whether to retain library materials as they are, to preserve them, to replace them, or to dispose of them without replacement.

Specific criteria for weeding decisions:

1. Collecting responsibility of library in cooperative agreement with other libraries.
2. Currency of information.
3. Degree of conformance with criteria for acquisition.
4. Degree of unnecessary duplication.
5. Historical significance of material.
6. Local significance of material.
7. Memorial gift.



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8. Physical condition.
9. Record of use.
10. Significance of art in the material.
11. Significance of author, producer, artist, etc.
12. Technical quality.

B. Disposal

As a function of collection management, as discussed in Section V.A., library materials may be discarded from the library. These items will be disposed of as follows:

1. Material may be offered to other tax supported institutions in the borough, region, and state, with priority given to local libraries.
2. Material may be sold through library-sponsored sales or other suitable means.
3. Material not distributed or sold will be recycled or destroyed.

VI. User Input into Selection and Re-evaluation of Materials

- A. FNSB Library card holders 'suggestions for acquisition of materials, by submitting a Request for Purchase Form, will be accepted for consideration and forwarded to the members of the library Selection Committee.

Acquisition decisions will be made by Selection Committee members following these guidelines:

1. Current selection policy and procedures.
2. Consideration of budgetary limitations.



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3. Availability of requested material.
- B. A FNSB Library card holder who is concerned about material in the collection owned by FNSB Libraries may express that concern to a FNSB Library staff member and/or the Library Director.

A patron who would like the Selection Committee to reconsider items in the collection will be given a Request for Reconsideration of Library Materials form, and will be informed of the reconsideration procedure. The completed form will be submitted to the library Admin Office for referral to the Selection Committee. Upon receipt of the completed form, the Selection Committee will re-evaluate the item at their next scheduled Selection Meeting. Selection Meetings are scheduled every other month. The Library Director will communicate the Committee's decision to the individual who submitted the request for reconsideration within 14 days of the Selection Committee Meeting.

If a FNSB Library card holder has a concern about a title included in the eMaterials collection (ebooks, audiobooks, databases, online resources) and wants to submit a Request for Reconsideration regarding their concerns, they should be aware that the eMaterials must be owned by FNSB Libraries in order to initiate this process. EMaterials shared by Alaska Library Consortium libraries, and not owned by any one library, are not eligible for the FNSB Library reconsideration process.

The Library Commission will hear appeals of the Selection Committee's decisions for reconsideration of materials (refer to FNSB Code 4.72.020; Library Commission; Duties and Responsibilities).

In addition to the published agenda, notices of an appeal hearing will be given ten days business days, and again at 5 business days prior to the hearing.

The Commission will have Clerk staff to advise the Commission on accepted administrative hearing procedures, and be present at the appeal hearing.

Written comments will be accepted up to five business days before the appeal hearing. Public comment will be taken at the hearing, and will be limited to no more than three minutes per person. Each person may speak only once, however,



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Clerks Office staff or members of the Commission may question those testifying to obtain further relevant information. The Commission may arrange for additional testimony from expert witnesses.

According to FNSB Code 4.72, Library Commission, the decision of the Commission will be the final administrative remedy. Appellantes have thirty days from the date the Commission mails its decision to them to appeal the decision to a court of competent jurisdiction.