



Materials Selection

The Library endorses the American Library Association's *Library Bill of Rights*, *The Freedom to Read*, *The Freedom to View*, and *Free Access to Libraries for Minors* statements. The library supports the individual's right to access ideas and information representing all points of view. Materials selected are intended to meet the diverse informational and recreational needs of Lomira QuadGraphics Community Library (LQGL) users, both those expressed and those identified by staff based on community demographics and use of the current collection. Selection of materials is guided by the Library's Mission Statement, budget and the directives of the selection policy.

Material Selection:

Since it is not possible for the library to acquire all materials, it is necessary to use certain guidelines in the selection of materials. The selection may be influenced by many factors, including but not limited to the following:

- Budgetary considerations;
- Physical limitations of the library building;
- Suitability of format and construction;
- Availability of material elsewhere in the area;
- Current usefulness of permanent value;
- Relation to existing collection;
- Attention of critics, reviewers, and the public;
- Reputation and significance of author, illustrator, or composer;
- Special needs of library patrons for materials in accessible formats;
- Supplementation for the local school curricula; and
- Customer demand.

Weeding:

Weeding is necessary to maintain a vital, useful, and up-to-date collection. This task takes skill, time, and knowledge of the materials to do a competent job. Withdrawn collection materials may be available for resale to patrons at a fee set by the Library Director, with proceeds supporting programs or future purchases. Materials unsuitable for resale are discarded. Selection of materials for weeding is based on the following criteria:

- Materials worn out through use;
- Ephemeral materials which are no longer timely;
- Materials no longer considered accurate or factual;
- Materials which have had little recent use and are of questionable value;
- Excess copies of a title no longer in demand.

Gifts and Donations of Library Materials:

The Library welcomes gifts and donations, with the understanding the items are reviewed according to the Material Selection criteria. If accepted, donations become the sole property of the Library and may be handled in any way the Library deems appropriate including disposal.