LAKE BLACKSHEAR REGIONAL LIBRARY

MATERIALS MANAGEMENT POLICY

The Materials Management Policy is the guiding philosophy which provides the basis for the systematic development of the library's collection, This policy will serve the following functions:

- To clarify the relationships among the Board of Trustees, the library staff, and the community and to establish their respective responsibilities for the library's materials collection.
- 2. To provide guidance for the materials selection team to ensure consistency in the selection of responsive collections.
- 3. To provide customers with information regarding selection and withdrawal principles.
- 4. To provide information on the library's commitment to intellectual freedom.

The geographic area of the lake Blackshear Regional Library system is advancing into the 21st century with commitment to world class education systems, the highest quality of life for its citizens, infrastructures that support the needs of present and future populations, a globally competitive business environment, efficient and effective governments, and the support of private sector community leaders. The Environmental Scan from the library system's strategic plan is attached.

Lake Blackshear Regional Library's Mission Statement reflects its positive involvement in these ongoing changes:

The Lake Blackshear Regional library system's mission is to provide organized access to information through various formats to meet educational, informational, recreational and cultural needs of the citizens of Crisp, Dooly, Schley and Sumter Counties, and to improve efficiency in operations.

Lake Blackshear Regional Library has adopted the following service priorities from *Putting the Pieces Together: A Strategic Plan for Public Library Services in Georgia, 2001-2004*: to help preschool children develop a love of learning and to enter school ready to learn; to help children and adults pursue self-directed personal growth and development opportunities; to help all Georgians find information and answers to questions on a broad array of topics related to work, school, and personal life; to help all Georgians develop the skills they need to find, evaluate, and use information effectively; and to help children and adults find materials and programs about popular cultural and social trends and to provide them with satisfying recreational experiences.

The Lake Blackshear Regional Library Board of Trustees delegates the authority and responsibility for implementation of this policy to the Library Director and, under his/her direction, to the library staff members. In order to make the best choices from the vast number of titles published or produced, the staff consults current demographic trends, a variety of popular magazines, newspapers and media, best seller lists, publishers' catalogs/announcements, and online databases as well as traditional library review sources. In addition, the library encourages customers and staff to submit recommendations and offers a formal process for receipt and acknowledgment of suggestions. The number and weight of applicable criteria may vary in selection decisions. Materials are carefully considered in light of budget and space constraints and these selection or acceptance criteria:

- 1. Current and anticipated needs and interests of customers.
- 2. Attention of the media and evaluation by critics and reviewers.
- 3. Receipt of or nomination for major awards and prizes.
- 4. Reputation/significance of the author, illustrator, editor, publisher, producer or performer.
- 5. Suitability of subject, style, and format for intended audience.
- 6. Contribution to the diversity and scope of the existing collection.
- 7. Price of material and/or access.
- 8. Clarity, readability, visual appeal, quality of production or ease of use.
- 9. Accuracy of information.
- 10. Timeliness of information including updates.
- 11. Contemporary significance or permanent value.
- 12. Availability of materials elsewhere in the community.

The library welcomes monetary contributions to the Lake Blackshear Regional library system and its affiliates and will acknowledge receipt with a bookplate in a recently acquired title. Library materials with bookplate recognition are subject to the same selection, use and disposition criteria as other items in the collection.

Gifts of books and other materials are accepted by the Library with the understanding that they are not necessarily to be added to the collection. In some cases, materials received as gifts are added even though they would not ordinarily be purchased, but, in general, the same standards of selection are applied as to the purchase.

The Technical Services Department develops efficient and cost-effective vendor relationships to ensure timely receipt and sufficient quantities of titles and formats. The selection team actively monitors emerging technologies and takes advantage of lease and consortia purchase agreements and resources available via the Internet to assure the best value and widest possible information coverage for the customers.

The library maintains an attractive, up-to-date and useful collection which supports the mission and service responses of the library. Essential materials are updated and titles which are worn, outdated, or no longer in demand are removed on a systematic and continuous basis and may be sold at public sale.

The library offers a wide range of materials representing varying points of view. The library provides convenient access to library materials and strives for a diverse collection that reflects the interests of the members of the community. The library supports intellectual freedom and endorses the Library Bill of Rights, and the Freedom to View Statement.

The responsibility for customer's choice of library materials rests solely with the individual or with the parent or legal guardian of minors. While customers may freely reject materials for themselves or their children, they may not restrict access to these materials by others. The library encourages customers to express interest in its collections and provides a formal materials review process for communicating comments concerning materials to staff and members of the Board of Trustees, who retain responsibility for the final decision in materials reconsideration requests.

The Lake Blackshear Regional library is a system of dynamic community agencies working cooperatively with schools and other institutions to fulfill mutual and complementary goals for the residents of Crisp, Dooly, Schley, and Sumter Counties. The library may assume a supplementary or referral role for services designated as the primary responsibility of other community agencies. The library supplements the general public, private and home school curricula through the twelfth grade by providing a variety of titles on popular homework topics and a wide selection of lifelong learning and recreational reading materials for a range of reading levels. The library meets customers' information needs and interests that fall outside the library system's service objectives by providing online access, referral and interlibrary loan service.

The Materials Management Policy is reviewed during the library's regularly scheduled strategic planning process to ensure that the library's collections continue to keep pace with changing needs and interests of customers and support the library's Vision Statement:

People in Southwest Georgia will choose and support the Lake Blackshear Regional Library system as a primary resource for lifelong access to:

- Information
- Technology
- Cultural and historical enrichment
- Learning and leisure activities

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide; their services. .

- 1. Books and other library resources should be provide for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948 Amended February 2, 1961, June 27, 1967, and January 23, 1980 by the ALA Council.

Adopted by the Lake Blackshear Regional Library Board of Trustees February 20, 2003