

## Hyrum Library Budget/Selection Statement

The Hyrum Library spends its funds on materials which are of optimum use to this particular community, with obligation to provide reference and research materials in a general sense. No attempt is (or can be) made to satisfy exhaustive research in any field or duplicate specialized materials available elsewhere. The need to build a collection of recorded books, CD-ROMs, CD's and other electronic formats will be taken into account as the budget allows.

The final authority for the determination of policy to guide the selection and acquisition of library materials is under the Library Board's direction. The Library Director and staff have full responsibility for the selection of materials.

The Hyrum Library subscribes to the following statement taken from the American Library Association, adopted in 1948 and amended in 1967, basic policies governing services of libraries:

As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the social, political, or religious views of the authors.

Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our time. No library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

On controversial subjects, representative points of view are included, and the positive approach of selection on the basis of merit, rather than the negative one of censorship, is employed.

The responsibility for the reading and viewing materials by minors rests with their parents or legal guardians. Selection should not be inhibited by the possibility that minors may inadvertently come into possession of materials considered by their parents to be inappropriate.

### **Specific selection criteria include:**

- The author's significance as a writer and/or reputation
- Importance of the subject matter to the collection
- Scarcity of material on the subject
- Permanence of the work
- Appearance of title in special bibliographies or index
- Authoritativeness
- Reputation and standing of the publisher
- Cost and shelving limitations
- Availability of materials elsewhere in the area
- Recognized reviewing media, including prepublication reviews
- Judgment of professionally trained staff members
- Regular inspection and evaluation of books at the Utah State Library Association and local, regional and national meetings
- Suggestions from patrons (Special consideration will be given to materials requested by users of the library.)
- Books
  - **Fiction**
    - The library attempts to include notable, classic and popular novels and short stories. Foreign fictions in translation and works or experimental writings are also

purchased on limited basis. Selection is based primarily on the reading interest of the community.

- **Nonfiction**
  - The library aims to have authoritative, up-to-date circulating non-fiction collection and a non-circulating reference collection for the general reader in the various fields of knowledge. Within each subject area, priority is given to those books which will serve the most readers. No attempt is made to specialize in particular subject areas.
- **Special Collection**
  - Local historical materials on the Church of Jesus Christ of Latter-day Saints, items of local interest, Cache Valley and Utah, are selected to provide both the adult and juvenile departments with information in this field.
- **Periodicals**
  - The selection process for periodicals will be parallel to that for books. A selection of general and popular reading titles will be provided.
- **Children**
  - Selection criteria for the for the children's collection are essentially the same as those for the adult.
  - The interest and reading abilities of children from pre-school through the sixth grade are in this selection. It is the aim of the Hyrum Library to supplement the child's need as a student and provide him or her with cultural and recreational reading. Criteria for selection include literary quality, excellence of illustrations and suitability of content. Efforts are made to see that this selection will support the local schools and their accelerated reading programs.

It is the policy of the library to constantly revise and re-evaluate its collection while selecting new materials. Items outdated are canceled and disposed of at the discretion of the Library Director.

Patrons are responsible for and damages to library materials that occur while checked out in the patron's name. If the Library materials are lost or beyond repair, the patron will pay for replacement. Patrons may then ask for the damaged article if decided.

Overdue books will be charged \$.05 per day (per item), fines for DVD will be \$.25 per item (with a maximum of \$3.00 per item). In order to check out further items patron fines must be less than \$3.00

The library will consider patron objections to materials in its collection only when the objections are submitted in writing. Forms will be provided to be used for this purpose. An answer to the complaint will be made by the Library Director giving the reasons for the purchase of the materials objected to, and the decision on the complaint. The patron has the right to appeal any decision to the Library Board. In the event of legal action, the material in question will be judged, rather than the Library Director and the Library Board. The Library Board will have final authority.