



## Materials Selection

The Mattoon Public Library collects materials for the purpose of serving the needs of the Mattoon community.

### **Selection of Materials:**

The Librarians and Staff of the Mattoon Public Library are responsible for selecting materials for inclusion into the library. Materials may include: books, periodicals, newspapers, electronic resources, audio materials, and visual materials. Materials are primarily selected from reviews in professional and popular journals and magazines, publisher's catalogs, and annual lists of recommended titles. Patron requests are also given priority. Donated items may be added, at the discretion of the librarians and staff.

### **Fiction:**

The fiction collection includes popular literature, genre fiction, and classic literature. Items in high demand may be purchased in multiples.

### **Nonfiction:**

The nonfiction collection should provide timely and accurate information to our patrons. It should be for all ages and reading levels to support individuals, businesses, and community interests. Materials selected should reflect a broad range of opinions and viewpoints, if available. The collection **shall not** reflect the beliefs of any one person or community group. As a new field emerges, the library shall attempt to update the collection in a timely fashion. While the nonfiction collection aims for utility, titles may be purchased because of their capacity to enrich and entertain.

### **Children's Materials:**

Emphasis of selection is on the recreational and general information needs of children from infancy through young adulthood. An effort is made to include all books that have won major children's literary awards. Easy books may be either educational or recreational in intent, including picture books, story books, and concept books. The juvenile and young adult fiction collections include classic literature as well as current popular hardback and paperback fiction. The juvenile nonfiction collection consists of materials to meet informational, educational and recreational reading needs of children from preschool through high school.

### **Graphic Novels or Manga**

The Mattoon Public Library develops a graphic novel collection of core and popular titles that serve the informational and recreational interests of children, young adults, and adults. Graphic novels have gained literary acceptance as a new medium through which a combination of text and sequential art are used to tell a story.

The library collects graphic novels (and manga) in English. Library customers should be aware that graphic novels translated from other languages may reflect cultural differences. The library strives to choose graphic novels that serve a wide age range of audiences, but it is the responsibility of parents or adult caregivers to determine which materials are appropriate for their children.

Graphic novels are chosen from professional reviews in publications such as Library Journal, School Library Journal, Publishers Weekly, and Booklist; recognized online sources; award lists; and bibliographies. Customer requests are also considered when choosing titles for the collection.

### **Periodicals:**

Periodicals are vital to any public library. They are purchased to supplement the book's collection, since they can often present more timely information than any book. Periodicals may also be purchased for recreational reading.

### **Audio-Visual Materials:**

The library purchases DVDS, CDs, and digital media in different formats to serve the general needs of its community.

### **Electronic Resources:**

Electronic sources include online services and multimedia resources. It may also include software for use on the library's computers. General guidelines for the purchase of electronic resources include ease of use, usefulness, and the ability of the resource to run on currently owned hardware.

### **Criteria for Selection:**

The Librarians and Staff are responsible for collection of materials for the Mattoon Public Library, using the following guidelines (not necessarily in this order):

- Usefulness to the collection.
- Quality of content, expression, illustration and format.
- Popular demand or timeliness.
- Professional reviews and bibliographies.
- Authority and competence of the author.
- Local or regional connection of author or contents.
- Price.

### **Reconsideration of Library Materials.**

The Library, it's Board, and its Staff is cognizant that collecting a diverse selection of materials may result in the occasional item that a patron may deem inappropriate for its

collection. The following procedures will ensure that objections or complaints are handled in timely and consistent fashion:

- If a patron registers a complaint about an item in the collection, s/he should be listened to attentively. Then the patron should be given a form (see attachment) to address the complaint to the Director of the Library.
- The Director will consider the complaint and will respond within seven days.
- If the person is not satisfied with the response, s/he may file a complaint to the President of the Board of Trustees.
- The President will inform the Board and the complaint will be placed on the agenda for the next regularly scheduled meeting.
- The Library Board will make a formal response to the complaint and/or hearing. The Board of Trustees is the final appeal in reference to library materials.

During this process, the material will remain on the shelf for checkout, until the Board of Trustees has made the final determination.