

## PASO ROBLES CITY LIBRARY: MATERIALS SELECTION

### POLICY:

It is the goal of the Paso Robles City Library to respond to the greatest degree possible to the community's need for information, relaxation, stimulation and recreation. In selecting library materials, we do so with the following precepts in mind:

- Paso Robles City Library is a neighborhood library, providing recreational and high demand material;
- The library is geographically isolated from other libraries and, therefore, is a sole source for a portion of our users;
- The library maintains a basic reference and research collection;
- The collection is intended for use by the general public. Scholarly and technical works intended for specialists are generally outside the scope of the collection. The collection is not a substitute for school or academic libraries, but strives to acquire materials that supplement local curriculum.

### GUIDELINES:

#### I. CRITERIA FOR SELECTION

A. The following criteria are used in selection of both print and media for purchase:

1. It is relevant to the present or potential needs of the community;
2. It represents a significant school of thought, artistic endeavor or work by an important individual;
3. It has received the favorable attention of reviewers and the public;
4. It fills a gap in the collection and would help in the development of a well- rounded collection;
5. Style, subject matter and level of difficulty are suitable for the intended audience;
6. The material meets a high standard of quality in content, expression and format.

B. The Library recognizes that some materials may be controversial and may offend some patrons.

C. Selection or retention of materials will not be made on the basis of anticipated approval or disapproval of any group or patrons, but selected according to the general criteria listed above.

D. The standard by which we measure policy is the [Library Bill of Rights](#) published by the American Library Association.

#### II. PRINT MATERIAL

A. The collection will include a general coverage of all main categories of the Dewey Decimal System;

B. Concentration will be in areas of local interest as they emerge;

C. Ethnic and language orientation of our community will be represented by material in the collection;

D. Needs of various age groups will be recognized and reflected in the selection of materials;

E. Supplementary curriculum material will be purchased;

F. Every effort will be made to ensure that all sides of a controversial issue are represented so that the reader can arrive at an informed opinion;

G. Gifts will be accepted based on selection criteria and the need to fill gaps in the collection. If a particular title is not needed for the library collection, it will be donated to the Friends of the Library for their book sales;

H. Patron requests are an important part of our purchases and will be given serious consideration within budget limitations and the guidelines of this policy.

#### III. MEDIA

A. In addition to criteria listed above, the following guidelines are used when selecting media:

1. The format enhances the enjoyment and level of understanding of the topic for the user;

2. The format is suited to the material;
3. Appropriate new formats are added to the collection as they become available.

#### IV. STUDY CENTER COLLECTION

- A. The Paso Robles City Library Study Center is a neighborhood center providing materials and services to the public with a special emphasis on children in grades K-8.
- B. The primary focus of the collection at the Study Center is to reflect and support local school curriculum. Additional informational and recreational materials of interest to children and families will be included in the collection.

#### APPEAL PROCESS:

First appeals regarding these guidelines may be made to the City Librarian. Further appeals may be made to the Director of the Community Services Department and subsequently to the City Manager. Appeals beyond the City Manager may be made to the Library Board of Trustees and subsequently to the City Council.

**Adopted by the Library Board of Trustees June 12, 2003**

**Reaffirmed by the Library Board of Trustees October 8, 2009**

**Amended by the Library Board of Trustees on March 13, 2014; February 9, 2017; October 8, 2020;**

**December 9, 2021**