



# Materials Selection

policies and processes

## Popular Library Focus

- We serve a population of more than 900,000 residents of varied interests and backgrounds
- We choose popular materials for varying levels of entertainment, education, reading levels, age levels, interests, customs, and languages
- Branches, collections and programs are designed to engage and meet community interests





## 2023 Award Recognition

- ULC Innovation Award – Let's be Neighbors
- Tech Logic People First Award – Buildings and Services
- ULA Distinguished Service Award – Wanda Huffaker
- ULA Outstanding Staff Member Award - Alexis Aires
- NACo Best in Category for Library Service



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## Collection

- 2 Million items in the collection
- 1 Million items checked out every month
- Add approximately 45,000 items each month
- Purchase less than 7% of the four million books published each year
- Focus on high-quality popular materials that represent a broad community demographic with a variety of interests and perspectives



# Selection Process

- To prevent bias, librarians read multiple reviews before deciding to purchase or recommend a title and may consult subject matter experts and genre specialists
- Similar to our patrons, our selectors have broad reading interests, but can't possibly read every book in the collection
- For books they haven't read, selectors rely on respected professional review publications to assess quality, accuracy, reading level and appropriateness of intended audience





## Neutrality

- 600,000 library card holders representing a broad spectrum of cultures, interests, needs and perspectives
- To serve all our residents, we strive to provide a full spectrum of viewpoints
- We avoid infringing the First Amendment rights of our patrons and their freedom to access the materials they choose for themselves and their families
- Not every item will be best for every reader, but we will help everyone find the best materials for their particular interest



## Location

- Materials are usually cataloged and shelved based on the publisher's recommended audience, including target age groups
- As a popular library a book must “earn” its shelf space – circulation matters
- Items may be moved to a different area if our review process determines that the item is incorrectly located
- Parents and guardians are ultimately responsible for their children's library use



## Material Selection Policy

<https://www.slcolibrary.org/policies/pdf/Collection-Management-Policy.pdf>

Selectors choose **popular materials for varying levels of entertainment, education, reading levels, age level, interests, differing social/religious customs, and languages** that are available on open library shelves and/or through the library's website. The collection offers patrons a **variety of formats, viewpoints, and subjects**. Selection of library materials is made **based on interest, popularity, informational content, appropriateness, and relevance to and for all the people of Salt Lake County**.

The general **criteria considered** in selecting materials include: Budget, Popularity and anticipated demand by patrons, Significance and value to the collection, Qualifications of author or producer, **Suitability of subject and style for intended audience**, Suitability and quality of format, Currency or timeliness of material, Price of the material, Attention given to the item by reviewers and general media, Availability of materials in other libraries or through interlibrary loan, Technical quality of non-book materials, Reviews in library-specific selection publications and in the general media





## Display Policy

[www.slcolibrary.org/policies/pdf/Display-Policy.pdf](http://www.slcolibrary.org/policies/pdf/Display-Policy.pdf)

- Library displays exist to merchandise our collections, not to educate the public or push any agenda
- Displays typically highlight new arrivals
- Displays also help to make our patrons aware of the different types of materials available, so some displays may highlight various parts of the community, events, cultures or celebrations
- Staff make all reasonable efforts to ensure that Material Displays include a wide spectrum of opinions and viewpoints





## Sandy Branch New Arrival Non-fiction Display





## Reconsideration

- The County Library receives a few requests every year to reconsider services and / or items in the collections
- A team of individuals conducts an in-depth assessment to review whether it meets our service and / or collection management policy
- Also assess whether an item should be moved to a different subject or age range in the collection
- Like the collection itself, these requests cover a wide variety of viewpoints





# Making a positive difference in the lives of our community



  
READ · CREATE · LEARN · PLAY · CONNECT  
**at the County Library**



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