

**Clayton County Library System  
Materials Selection and Management Policy**

**Mission Statement**

The library system's mission is to contribute to the success of the citizens of our diverse community by offering a full range of library services that meet their informational, educational and leisure interests, fostering the love of reading in our youth and the lifelong pursuit of knowledge for all.

**Clayton County Library System Free Access to Ideas Statement**

Public libraries provide access to ideas. The First Amendment to the Constitution of the United States protects the free expression of ideas. Recognizing that the survival of a free society depends upon enlightened citizens, the library tries to provide information on all sides of public issues.

The Clayton County Library System serves a metropolitan area whose residents have widely differing tastes and views of entertainment, politics, religion, economics and philosophy. The library's selection of materials acknowledges this diversity as well as the difference in sophistication and the wide variations in materials on a given subject. It is important for the library and the community to understand that neither majority nor minority opinion is a reliable guide for selecting library materials. The library has an obligation to future, as well as present users.

**Materials Management Policy**

The library works to maintain an attractive, up-to-date and useful collection to support the mission and service responsibilities of the library. As the library system's budget permits, essential materials are updated and titles which are worn, outdated, or no longer in demand are removed on a systematic and continuous basis. Withdrawn materials may be sold by the Friends of the Library/Clayton County or recycled.

The Clayton County Library System Board of Trustees delegates the authority and responsibility for implementation of this policy to the Director, Library Services and, under his/her direction, to the professional team including the Assistant Director for Branch Services and Collection Development, Assistant Director for Youth Services, Branch Librarians, Branch Managers, Senior, and the professional staff of the Headquarters Library. Input from this team, and from the residents of our service area, is coordinated by the Assistant Director for Youth Services and Assistant Director for Branch Services and Collection Development. In making selections for purchase, members of the selection team consult a variety of review journals, popular magazines, and newspapers, as well as electronic media.

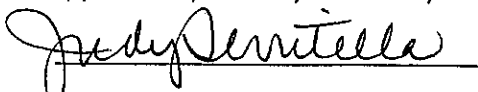
Materials, whether print or electronic, are carefully considered in light of budget and space constraints and these selection or acceptance criteria:

1. Current and anticipated needs and interests of patrons.
2. Attention of the media and evaluation by critics and reviewers.
3. Receipt 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 the intended audience.
6. Contribution to the diversity and scope of the existing collection.
7. Price of material and/or access to the material.
8. Clarity, readability, visual appeal, and quality of production
9. Accuracy and currency of information.
10. Convenience of access and ease of use.
11. Contemporary significance or sustained popularity.
12. Availability of materials elsewhere in the community.

Materials selected using these criteria are ordered by the Technical Services Department under the direction of the Assistant Director for Technical Services. This department develops efficient and cost-effective vendor relationships and acquisition methods to ensure timely receipt of selected titles and formats.

Approved by the Clayton County Library Board of Trustees, 1/18/2011

A handwritten signature in cursive script, reading "Judy Serritella", written over a horizontal line.

Judy Serritella, Chair