

9/10/2005

**MATERIALS SELECTION POLICIES OF THE UNITARIAN UNIVERSALIST
FELLOWSHIP OF AMES FOR THE DUSTIN BERGER MEMORIAL LIBRARY**

GOAL: The Dustin Berger Memorial Library Committee will select materials in cooperation with the Religious Education Ministries and other bodies of the congregation, meeting periodically to do so, as needed, dates to be arranged and available on the general UUFA calendar.

CRITERIA FOR SELECTION

1. Materials should meet high standards of quality in content, expression, and format.
2. In considering the inherent quality of the material, the library committee must make a critical evaluation.
3. Materials need to be judged in relation to the existing collection and on their relative importance in comparison to other materials on the subject.
4. Novels of serious purpose, well written, and based on authentic human experiences may be included in the collection.
5. Quality of format is judged for attractiveness and durability of binding, paper, and printing. When paperbacks are purchased, a reinforcement such as contact paper or filament tape should be placed over the cover to make the book last longer. Paperbacks are to be selected to extend the collection in certain areas or where the material is of very temporary interest.
6. The needs of all the various organizations in the Fellowship must be reflected in the continuing selection of library materials.
7. The collection should be continually re-evaluated. This process of re-evaluation must include the replacement of outmoded materials no longer useful, and/or in poor repair. This re-evaluation will include systematic removal of materials that were donated as free gifts.
8. Since this Fellowship is committed to the principles and practices of Unitarian Universalism, materials are selected to interpret and support this position.
9. Realizing the importance of seeking an understanding of the religious faith of all people, the collection should include the basic beliefs and practices of branches of Christian faith and basic beliefs and sacred writings of other religions of the world.
10. Materials on sexuality are included in the collection for growing understanding of parents and young people.
11. In the case of controversial areas, a variety of authoritative opinions is sought whenever available to help the Fellowship community understand these controversial areas.

12. Materials for children and youth are selected to aid in their spiritual growth and development, for personal adjustments, for developing desirable social attitudes, and for wholesome leisure time activity.

13. Selection of pamphlets and periodicals follows the general policy for the selection of books, DVDs, videos, and tapes. They are an integral part of the collection.

14. Gifts to the library collection (including books, periodicals, audio/visual materials, wall fixtures, furniture, and other items) are accepted without commitment and are to meet the same standard for material selection as those purchased.

15. Since only quality materials are selected, duplication can be made if demand increases, subject to the permanent value of the material.

16. If materials are not chosen for the library collection, they have been excluded because they do not measure up to the library's standards, because the library already has adequate coverage in the subject, because they will not be used enough to justify purchase, or because of budget limitations.

17. The ability of any library to meet all demands from its own collection is limited. Smaller libraries cannot be all things to all people. Needs beyond the resources of the Dustin Berger Memorial Library can be met by the public library.

18. If materials serve the purpose of the library, are of required quality, and relate to the existing need or interest, they will not be removed by pressure from groups or individuals.

QUESTIONS TO CONSIDER FOR EVALUATING MATERIALS FOR SELECTION

1. Will the material serve the purpose of the Dustin Berger Memorial Library?
2. What is the standing of the author?
3. How reliable is the publisher?
4. Is the scope of the material inclusive and up-to-date?
5. Is it produced for the layperson in an attractive style?
6. Is the material well organized and, if a book, does it have an index and bibliography?
7. Is the print easy to read and is the binding durable?
8. If there are illustrations, are they attractive and well printed?
9. Was good quality paper used?
10. Has the material had favorable reviews in magazines?