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LIS 660
Material Selection Policy
10/19/2006

The following Material Selection Policy has been based largely on the policy created for the Brooklyn Public Library. Besides examining the Brooklyn Public Library policy, I also looked at the policies maintained by the Queens Public Library as well as the Christchurch City Libraries of New Zealand through links found on ACQWeb. I chose to stick with the format and structure of the Brooklyn Public Library policy because it was a good example of a tightly written collection policy. The New Zealand policy was 63 pages and while I did not have any issue with the Queens Library policy, I preferred using the layout of the Brooklyn policy. I have made every attempt to be as original as possible but I do quote some material from the Brooklyn policy in my work.

I have also attached a Materials Reconsideration Form to my Selection Policy. It is a modified version of the form maintained by the Brooklyn Public Library.

The Library discussed in the following policy, called The Washington Federal Library, is a completely fictional institution created solely for use in this assignment. Furthermore, in order to make the material a little more interesting, the library in this Material Selection Policy is set up in a fictional alternate future. The location for this library is the island of Kauai, Hawaii in not yet existing town called the Settlement of Hamilton City.



Washington Federal Library
Hawaii Free State
United States of America
2042

Washington Federal Library
Settlement of Hamilton, Hawaii Free State
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Material Selection Policy

Congratulations! You have reached the Materials Selections Policy page of [The Washington Federal Library](#) - the largest library in the United States and one of the few remaining branches of the American Public Library System to remain in continuous operation since the Sickness began in 2036. Located in [Hamilton City](#) on the lovely island of Kauai in Hawaii, we are proud to be the home of many surviving library materials that were spirited out of the doomed cities by our proud cadre of Guild Librarians.

The purpose of the following Materials Selection Policy is to make completely clear the goals and objectives that we have here at the Washington Federal Library to you, our precious patron.

Policy Statement:

Washington Federal Library obtains and provides completely free and open access to materials of any format to anyone who wishes to make use of them. As the largest library in the Free United States, we are committed to providing free access to information in both physical and virtual formats to anyone who reaches our facility. In addition, we are also committed to safeguarding the accumulation of human knowledge and civilization so that it will be available to any who seek it and all who need it. As a resource we exist to serve the interests of the any surviving members of Humanity who have escaped the undead hordes and have reached the tranquility of our protecting shores. As more people reach our shores, they seek a variety of objectives through information ranging widely from hope to escape. We here at Washington Federal are committed to meet the demands of our community and to do all in our power to not only anticipate but also meet their future needs.

Responsibility for Selection:

Though Washington Federal Library does have an executive Board that acts as a privy council to the Library on a variety of issues, overall final responsibility for any policy of selecting and retaining materials is conducted by the "Chief Library Executive" who is alternately known as "The Head Librarian". The Chief Executive is aided in this responsibility by a thoroughly trained, qualified, and knowledgeable staff of Guild Librarians that often refer to the following policy as a guideline in materials selection.



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Objective in the Creation and Maintenance of Our Collection

- To maintain and continue the slender thread of precious civilization that has managed to survive the Worldwide devastation of the Sickness; particularly through the promotion of literacy, curiosity, and the values of our surviving Republic to all who seek it
- To retain a functioning Republic, an informed citizenry is necessary; our collection is designed to help create and maintain that informed citizenry
- To help people cope with having survived the horrors of the mainland and be able to adapt to a new life in a safe land
- To help people know more about what is left of our world, including what nations and cities have survived, as well coordinating attempts for newcomers to try and locate other survivors who have reached safety somewhere
- To prevent the republic from collapsing into dictatorship or totalitarianism by providing access to a variety of materials that encourage freedom of expression to all
- To support educational, civic, and cultural activities within the Hamilton community; including providing direction to community resources
- To encourage continuous learning and to supplement formal study; to support career and job-related skills
- To maintain access to the physical AND virtual Library collection 24 hours a day and 7 days a week
- To bring hope, escape, learning, and enjoyment to the life of each and every one of our dear patrons

Our Community:

Here at Washington Federal Library, we have several issues that heavily influence how we select materials and what materials we continue to maintain.

1. Our Patrons, both through individual and collective input, are one of the most important parts of our selections process
 - a. Washington Federal Library serves specifically the settlement of Hamilton, the main settlement on the island of Kauai in the Hawaii Archipelago but also all people of the immediate area including the other islands of Hawaii-Free State and free parts of the United States including the reorganized territories of Midway, Guam, and the Aleutians.
 - b. Our Patrons form an extremely diverse population that brings with it a desire for a broad variety of materials necessary for education, relaxation, and stimulation. At Washington Federal, we are in constant search for materials that will fill our patrons need in any format that is available.



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2. Availability of Materials; though Hamilton and other settlements in Hawaii have developed a thriving publishing scene, obtaining quality materials is not as simple as it used to be before the Sickness.
 - a. In terms of physical materials such as books and H-DVD we look to purchase or barter materials from other locations including the major surviving domestic publishing and entertainment consortiums in Honolulu, Juneau, and Midway Island. We also import a large amount of foreign language materials from Cuba, Sri Lanka, Okinawa, and Taiwan as well as maintain relationships with institutions such as Hebrew University in Israel, the University of Auckland in North Zealand, and Hobart College in Tasmania.
 - b. In terms of virtual materials, such as Internet access, we provide as much support as possible to computer access including the purchase of state of the art equipment from Apple Computers production facility in Taiwan and Guam. All of our Librarians are required to be trained in computer usage and maintenance but given the shortage of replacement parts there are periods of unavoidable downtime in computer availability.
 - c. Finally in a desire to obtain and preserve materials, we fund searching expeditions to the dead cities. Teams of Guild Librarians, trained not only to recognize and judge materials but also in weapons, fighting techniques, and military tactics are dispatched to places all across North America such as Washington D.C., New York City, and Hollywood. Copies of books and various archival materials of importance to our patrons and the Republic are constantly recovered in this manner.

3. Other Institutions; though we are the largest surviving Library in the Free United States, we do maintain contact with other institutions both in the Five Major City-States of North America as well as a variety of surviving foreign nations.
 - a. One of the key goals of Washington Federal Library is to maintain contact and cooperation with any and all libraries and educational institutions that we are able to communicate with. The objective behind this is to coordinate activities such as preservation and increase the availability of materials.
 - b. One of the challenges faced by our institution is finding space for our materials. In order to keep materials available to patrons but not lose precious space through keeping endless duplications of materials, we maintain an effective interlibrary loan system. On the Hawaii Archipelago, we are the largest branch but not the only library. There are smaller satellite branches on each of the islands and in all major cities and settlements. Interlibrary loan between these branches are quick and efficient. Furthermore we include safe territories such as Midway and Guam among this first level of interlibrary



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loan. A book can leave a Midway branch and be in Honolulu within a day. A book from Maui can be in Hamilton within the hour.

- c. The more difficult second level of interlibrary loan is dealing with the harder to access areas of the Republic such as the Five City States in North America. We conduct interlibrary loan with those branches but only of materials that are not irreplaceable. However, as a compromise we do seek to digitize any material that we cannot allow into infected areas such as North America. Those are completely available to anyone and can be delivered either electronically or in person by a librarian with a generator and computer to allow cities without constant electrical output to view the electronic copy of material.

The Structure of the Library:

Washington Federal Library is structured around two major specific goals - preservation and enrichment. Our collection is a single collection accessible in different locations throughout the Hawaii Archipelago and Free Territories. We are willing and able to share any replaceable materials with other branches or find suitable compromises to make sure that information is accessible to the largest amount of people possible. As a result of the fact that we are partially funded by a joint venture of the settlement of Hamilton and the Federal Government in Honolulu, Washington Federal is used as a depository for important documents associated with the government. That is why we are able to keep the recovered copies of the Declaration of Independence and Constitution on permanent display in our main hall. Our branch is not a classical depository library as government records are currently stored mostly in electronic format so as to combat the issues surrounding the high price of paper.

Digital Services and Preservation

The Washington Federal Library is dedicated to the preservation of digital collections to ensure they are available for current and future use to support the mission of the library. The Library is responsible for the preservation of the Library's digital collections. Specific responsibility for developing and overseeing the planning, creation, and preservation of the Library's digital collections is delegated to qualified and knowledgeable staff. Among those responsibilities are creating and preserving master archival digital copies from our collection as well as creating and maintaining finding tools and information about these unique digital collections.

Selection Methods and Criteria

A large part of the mission of Washington Federal Library is to safeguard, preserve, and make available as much material as possible so that civilization will continue to exist. To meet this goal, the Library makes every attempt to be as inclusive as possible in terms of



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the materials we keep in our collection. To continue to preserve Freedom, every attempt is made to make sure that a diversity of views is represented in our collection.

Each type of material will be considered in terms of its own kind of excellence and for whom it is intended. There is no single standard that can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the community.

Criteria

The following criteria is used in the selection of materials:

- The Diverse Needs of Our Community, specifically the Settlement of Hamilton and extending to the inhabitants of The Hawaii Archipelago
- No Materials are excluded or removed from the Library on the basis of race, nationality, sexual orientation, and political, social, or religious beliefs.
- No materials are excluded based on excerpts or isolated passages; Materials are judged as entire works
- The Library accepts gifts but acceptance of them is not obligatory nor does it imply that said material would ever make it onto the shelves or become part of the collection; the Library reserves the right to accept or reject any materials offered as gifts. All gifts are evaluated using the same criteria used for any other materials the Library incorporates into its collection.
- Suggestions of any materials are welcome! The input of our community is vital and important to us. We welcome any suggestions and advise that they have to offer. However the Library reserves the right to make its own choices in terms of Collection Development; the polite acceptance of suggestions does not imply that the Library is obligated act on those recommendations or to include suggested material in its collection.

Standards

The following standards guide our valued staff in terms of the types of choices that they make towards selecting and acquiring material:

1. Popularity - While we consider preservation of the classics a vital part of our mission, the Library also seeks to meet the entertainment and enjoyment needs of our patrons; our Librarians actively seek to keep an eye on the pulse of the public
2. Suitability - An important issue the Library is constantly dealing with are format and content of the materials in our collection. A work is judged based on how we can fit it into our



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collection, how suitable it is for our patrons, as well as what it is about.

3. Importance - We cannot house all documents and materials ever created so we must be selective in many instances; we are willing to give priority to materials and documents of historic importance and understand that materials created today could become just as important in historical terms later on. Furthermore we take into consideration whether material is a representation of an important movement, genre, trend, or national culture; also if it is an important artistic presentation and experimentation. We examine each case on a document-by-document basis.
4. Authority - As a Library (and not a warehouse), we take into consideration the authority, reputation, or qualifications of the author, artist, publisher, or producer of material. Clarity, accuracy, and logic of presentation are also taken into judgment when examining materials.
5. Cost and availability - While we are able to maintain a healthy budget due not only to generous funding from Hamilton City but also from wealth recovered from the dead cities by Guild Librarians on various expeditions, cost and availability are still an important issue when materials are examined.

Collection Maintenance and Evaluation:

Due to the tremendous demand we serve and due to the mission we have taken upon ourselves, the collection of Washington Federal Library is continuously evaluated. The condition, accuracy, currency, performance of materials, as well as the withdrawal of materials within our collection is assessed by our dedicated and devoted staff so that our Library may continue to remain relevant and meet the demands of our patrons.

Material Reconsideration:

We consider the input of our community to be a vital part of our mission as a Library. If a member of the community has an issue with the appropriateness of an item in our collection, our Librarians are dedicated to resolve this issue without being forced to resort to violence or intimidation. Any objections made by a patron will be reviewed by a panel of Library staff, headed by the Chief Executive who will base the review on the criteria outlined in this Materials Selection Policy. Her recommendations will be forwarded to Her Honor the High Lord and Secretary of Libraries who is President of the [Librarians Guild](#). Final responsibility on any conclusions and decisions will rest with Her Honor. However in order for this review to be made, the patron in question must submit a [MATERIAL RECONSIDERATION](#) form that can be downloaded by clicking the previous link or obtained at any Library branch or at Librarian Guild headquarters at Jefferson City on the Big Island, Hawaii.



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Beyond the judgment of our intelligent, neutral, non-belligerent staff, the Materials Review Committee considers not only the terms laid out in this policy but also the [principles of our free mission](#), [the Library Guild Bill of Rights](#), as well as other appropriate sources. Please understand that by filling out and signing the [MATERIAL RECONSIDERATION Form](#) you are acknowledging that you will be able to appeal the judgment of this issue once. Ultimately you must abide by the decision reached by Washington Federal Library and the Guild Of Librarians of the Free United States. Failure to do so through entertaining the threat or action of violence will be met with full force by the staff of Washington Federal and the Guild of Librarians of the Free United States. All members of the Librarians Guild are armed and trained in multiple forms of physical and weapons combat.

Thank you for your Patronage!



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**Washington Federal Library
Reconsideration of Library Materials
Request Form**

Name: _____ Date of Complaint: _____
Address: _____
Phone Number: _____ E-Mail Address: _____
Federal Identification Number: _____

Is this an individual objection or are you representing a group? If you are representing a group, please identify

01. Material on which you are lodging a complaint:
- | | |
|--|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Audio Material |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Video Material |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Holographic Material |
| <input type="checkbox"/> Database Material | <input type="checkbox"/> Digital Entertainment Material |
| <input type="checkbox"/> Other | |

Title: _____
Author: _____
Publisher: _____

02. What brought this title to your attention?

03. What is the reason for your complaint? What about this material is it that you object to? (Please be very specific; cite pages involved. Use as much space as necessary to answer this question.)

Once this form is completed, please sign in the following space; understand that by signing you are acknowledging that you will be able to appeal the judgment of this issue once. Ultimately you must abide by the decision reached by Washington Federal Library and the Guild Of Librarians of the Free United States. Failure to do so or entertaining the threat or action of violence will result in both extreme financial and physical suit being brought against you by the Librarians Guild.

Thank You for your Patronage!

Signature