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**ABSTRACT**

The materials selection policy of the public services division of the Maine State Library analyzes the statutory language under which the library operates, and incorporates the requirements of that language into a broader framework of demand, collection quality, and long term value. Collection development is discussed by Dewey class, followed by paragraphs on the Maine Author Collection, vertical files, maps, audiocassettes, periodicals, and state and federal documents. A gift policy is outlined, and the policy concludes with a statement on challenged materials, the texts of "Library Bill of Rights" (1980) and "Challenged Materials: An Interpretation of the Library Bill of Rights" (1981), and the Maine State Library form entitled "Citizen's Request for Reconsideration of a Book" (1982). (Author/THC)

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# SELECTION POLICY

Maine State Library  
Reader and Information Services Division

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1986

R051504

Title: Selection Policy: Maine State Library, Reader and Information Services Division

Author: Donald Wismer, Division Director

Date: March, 1986

Abstract: The materials selection policy of the public services division of the Maine State Library is presented. The policy analyzes the statutory language under which the Maine State Library operates, and incorporates the requirements of that language into a broader framework of demand, collection quality and long term value. Collection development is discussed by Dewey class, followed by paragraphs on the Maine Author Collection, vertical files, maps, audiocassettes, periodicals, and state and federal documents. A gift policy is outlined, and the policy concludes with a statement on challenged materials, the texts of "Library Bill of Rights" (1980) and "Challenged Materials: An Interpretation of the Library Bill of Rights" (1981), and the Maine State Library form entitled "Citizen's Request for Reconsideration of a Book" (1982).

Maine State Library — Reader and Information Services Division

Selection Policy

1986

Summary: Mandates and goals

The purchase of books and allied materials in the public services area of the Maine State Library supports these mandates and goals:

- 1) To serve as a library of last resort on the history, resources, and publications of Maine;
- 2) To serve as the major depository library for state government publications;
- 3) To serve as a research library for state government (except for legal and regulatory information, and except when an agency has its own library collection);
- 4) To supplement the library resources of the Central Maine Library District; and
- 5) To serve the subject needs of the approximately 300,000 Maine citizens not served by a local library.

Selection priorities

Priorities are determined primarily by statute, and secondarily by the above-stated goals. Relevant statutory language from 27 MRSA 2:

Library contents. The State Librarian shall procure and keep in the State Library the following:

- A. Histories of this State, its counties and its towns;
- B. Histories of all countries;
- C. Family histories;
- D. Works on the arts and sciences, with special reference to agriculture, forestry, fishing, manufacturers, shipbuilding and road making;
- E. Maps, charts, plans, manuscripts and statistical and other publications relating to the financial, social, religious and educational condition of this State and then of the world as fast as the State furnished the necessary means;
- F. Full and complete sets of all the documents printed by the state; and
- G. Full and complete sets of the reports of the towns, cities and counties of this State.

2. Exchanges. For the purpose of carrying out this section, the State Librarian may conduct a system of exchanges with other libraries and institutions of learning.

Other relevant language (27 MRSA 110):

Area reference and resource center.

"Area reference and resource center"

means a large public, school or academic library designated by the Commissioner of Educational and Cultural Services and the State Librarian and receiving state aid for the purpose of making its resources and services available without charge to all residents of the district, of providing supplementary library services to local libraries within the district, of coordinating the services of all local libraries within the district which by contract become part of the library district.

In those categories in which selection is by State Library discretion, the following will govern acquisition:

- A) Current and projected demand for the item;
- B) The presence or absence of strong library collections in Maine on the particular subject;
- C) The uniqueness of approach, or a subject point of view not already covered in the collection;
- D) Quality as reflected in professional reviews of the item (if available);
- E) Cost in the light of conflicting demands on the book budget; and
- F) The long term value of the item to the collection.

#### Audience

Selection will concentrate on nonfiction, with a few exceptions noted below. Reading level will be junior high school or higher, but highly technical presentations will be restricted to items needed by state government.

Defined selection categories

Priority for fund expenditure will proceed as follows, with the earlier category entirely satisfied before proceeding to the later:

Comprehensive

Complete coverage, with all identifiable non-ephemeral resources acquired:

<u>Subject</u>	<u>Justification</u>
Maine:	
State histories	Statute (27 MRSA 2)
County histories	Statute (27 MRSA 2)
Town histories	Statute (27 MRSA 2)
Family histories	Statute (27 MRSA 2)
State documents	Statute (27 MRSA 2)
Town reports	Statute (27 MRSA 2)
City reports	Statute (27 MRSA 2)
County reports	Statute (27 MRSA 2)

Strong

Broad coverage which would satisfy most user needs: Funds remaining, after the statutory demands of the Comprehensive category are satisfied, are then devoted to the vaguer language in 27 MRSA 2: "D. Works on the arts and sciences, with special reference to agriculture, forestry, fishing, manufacturers, shipbuilding and road making; E. Maps, charts, plans, manuscripts and statistical and other publications relating to the financial, social, religious and educational condition of this State..." To clarify this vagueness, the mandates and goals in the Summary on page 1 of this policy are invoked. The presence outside of the State Library of local collections with particular subject strengths are recognized in determining "strong" or "basic" designations. The Strong category includes, following the statute:

Arts and Sciences	
Agriculture	Statute (27 MRSA 2)
Forestry	Statute (27 MRSA 2)
Fishing	Statute (27 MRSA 2)
Manufacturers	Statute (27 MRSA 2)
Shipbuilding	Statute (27 MRSA 2)
Road making	Statute (27 MRSA 2)

Maine

Maps, charts, planning documents, manuscripts, statistical and other publications on Maine's:

Financial condition	Statute (27 MRSA 2)
Social condition	Statute (27 MRSA 2)
Religious condition	Statute (27 MRSA 2)
Educational condition	Statute (27 MRSA 2)

Library Science

Statute (27 MRSA 110 on ARRCs)

Basic

Standard works containing general information, answering day-to-day questions:

Funds still remaining are devoted to the statutory categories of lesser stress in 27 MRSA 2: "D. Works on the arts and sciences..." (apart from the more specific categories noted above); "E. Maps, charts, plans, manuscripts and statistical and other publications relating to the financial, social, religious and educational condition ... of the world as fast as the State furnishes the necessary means." Again, in clarification of this vagueness the mandates and goals in the Summary on page 1 are invoked, as is the State Librarian's right of exchange. Categories specifically mentioned in the Statutes are noted immediately below:

The Arts and Sciences

Statute (27 MRSA 2)

The World

Maps, charts, planning documents, manuscripts, statistical and other publications on the world's:

Financial condition	Statute (27 MRSA 2)
Social condition	Statute (27 MRSA 2)
Religious condition	Statute (27 MRSA 2)
Educational condition	Statute (27 MRSA 2)

Countries of the world:

Statute (27 MRSA 2)

(Note: at least one up-to-date history of every modern country.)

Minimal

Categories not included within our specific mandate, but useful for responding to demand.

Reader and Information Services Collection Development -- by Dewey Class

000-099 General Works

1. Bibliographies Basic  
Fo: identifying the existence of written material on a specific subject.
2. Indexes Basic  
For locating material within publications, such as periodical articles. The need to acquire and extensive collection of printed indexes has lessened in recent years because of online database access.
3. Encyclopedias Strong  
Because they cover all areas of our mandate, a strong collection is appropriate.
4. Library Science Strong  
Stress must be laid on publications appropriate to our outreach activities as an Area Reference and Resource Center, through which we serve primarily public and school libraries. Selection from the vast proliferation of publications in specialized library areas such as academic librarianship, medical librarianship, special librarianship, and archives would fall into the Basic selection category.

100-199 Philosophy and Related Disciplines

1. Philosophy Basic
2. Psychology
 

Practical psychology and social problems	Strong
Self-help	Strong
Theoretical psychology	Basic
History of psychology	Basic

Areas of concern to the government and people of Maine -- child care, aging, drug abuse, alcoholism, etc. -- will be emphasized. Self-help is required by our mandate to serve nearly 300,000 rural residents as a library of first resort.

200-299 Religion

1. History of Maine churches and sects Strong
2. General religion Basic

Fundamental scriptures, popularized doctrinal explanations, and general sectarian histories will be selected. Sectarian publications on issues of current national debate will be allowed as funds permit. Proselytizing literature will not be accepted for public distribution.

## 300-399 Social Sciences

1. Statistical methods Basic
2. Politics and government Strong
3. Practical economics Strong  
With emphasis on investment and personal money management, and on issues of current national debate (for example, the balanced federal budget);  
Theoretical economics Basic
4. Law Minimal  
The Law and Legislative Reference Library provides a comprehensive collection; the State Library purchases high-interest titles for the lay person.
5. Public administration Strong
6. Welfare and institutions Basic  
This area is served partially by the Human Services Library and others.
7. Education Strong  
With emphasis on publications of practical interest to teachers and administrators.
8. Commerce Basic
9. Customs and folklore Basic
10. Sociology Basic  
With an emphasis on popular presentations.

400-499 Language

1. Linguistics and nonverbal languages Basic
2. English
  - Dictionaries Basic
  - Grammar and usage Basic
  - English as a second language Basic
3. Foreign languages
  - Dictionaries Basic
  - Grammar and usage Minimal
  - (except French, which is Basic

500-599 Pure Science

1. Mathematics, Astronomy, Physics, Chemistry, Earth Sciences, Paleontology, Anthropology, Botanical Sciences, Zoological Sciences Basic
2. Maine geology Basic
  - Technical areas are served by the Maine Geological Survey Library.
3. Maine biological sciences Strong
  - Popular works on species found in Maine, including field guides. Technical presentations on marine and estuarine species are found in the Department of Marine Resources Library.

600-699 Technology (Applied Science)

1. General: Dictionaries, Histories, etc. Basic
2. Medical sciences Basic
  - Emphasis on popularized presentations on health and common ailments. Technical medical literature is well covered by hospital libraries in the Augusta area. Public health questions are additionally covered by the Human Services Library.

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|----|--|---------|
| 3. | Engineering  | Basic   |
|    | Extensively covered by area libraries, especially as it relates to Maine.  |         |
|    | Military and naval engineering: Maine Maritime Academy.  |         |
|    | Civil engineering: Dept of Transportation Library.   |         |
|    | Highways and roads: Dept of Transportation Library.  |         |
|    | Environmental engineering, wastewater treatment, etc.: Dept of Environmental Protection Library.                         |         |
|    | History and descriptions of Maine mines, railroads, roads, shipyards, etc.:  |         |
|    |  | Strong  |
| 4. | Agriculture  |         |
|    | Farming  | Basic   |
|    | Orchards, small fruit, garden crops, livestock, domestic animals   | Strong  |
|    | Forestry   |         |
|    | Woodlot management   | Basic   |
|    | History of Maine forestry  | Strong  |
|    | Technical aspects  | Minimal |
|    | Served by the Fogler Library in Orono and the Dept of Conservation Library.  |         |
| 5. | Domestic Arts  |         |
|    | Restaurant management  | Basic   |
|    | Cookery  | Basic   |
|    | Household furnishings  | Basic   |
|    | Clothing   | Basic   |
|    | Body care and grooming   | Basic   |
|    | Housekeeping   | Basic   |
|    | Child rearing and home nursing   | Basic   |
| 6. | Business   |         |
|    | Office services and management   | Strong  |
|    | Writing and shorthand  | Basic   |
|    | Printing   | Basic   |
|    | Accounting   | Strong  |
|    | Management   | Strong  |
|    | Home businesses  | Strong  |
|    | Resume writing   | Strong  |
|    | Career planning and job hunting  | Strong  |
|    | All based on a balance between availability of local resources, obligations to state government, and to rural residents. |         |

- |                  |   |        |
|------------------|---|--------|
| 7.               | Chemical technology   | Basic  |
| 8.               | Manufacturing   | Basic  |
|                  | Popular presentations on lumber, pulp and paper, leather and fur, textiles, and other industries represented in Maine   | Strong |
| 9.               | Building construction, including construction practices, materials (especially wood-based), roofing, plumbing, heating, finishing, outbuildings, especially those oriented to the do-it-yourselfer: | Strong |
| 700-799 The Arts |   |        |
| 1.               | General   | Basic  |
|                  | The Arts in Maine   | Strong |
| 2.               | Landscaping   | Basic  |
|                  | With emphasis on the home.  |        |
| 3.               | Architecture  | Basic  |
| 4.               | Sculpture, painting, etc.   | Basic  |
| 5.               | Crafts -- How-To  | Strong |
| 6.               | Graphic arts, printing  | Basic  |
| 7.               | Photography   |        |
|                  | Photographers, Collections  | Basic  |
|                  | How-to  | Basic  |
| 8.               | Music   | Basic  |
|                  | Musical instruments   | Basic  |
|                  | Supported by the Bagaduce Music Lending Library.  |        |
| 9.               | Recreation  |        |
|                  | Theater   | Basic  |
|                  | Theater in Maine  | Strong |
|                  | Games   | Basic  |
|                  | Athletics   | Basic  |
|                  | Sports in Maine   | Strong |
|                  | Fishing, hunting, shooting  | Strong |
| 10.              | Antiques, collectibles  | Basic  |

800-899 Literature

- |  |               |
|--|---------------|
| 1. Maine literature                              | Comprehensive |
| 2. Quotations                                    | Basic         |
| 3. Criticism and biography<br>of major authors   | Basic         |
| 4. Foreign language literature                   | Minimal       |
| 5. Classics (in English)<br>according to demand. | Basic         |

900-999 Geography, History, and Travel

- |   |                                  |
|---|----------------------------------|
| 1. Maine geography,<br>history, travel  | Comprehensive                    |
| 2. General geography  | Basic                            |
| 3. Biography  | Basic                            |
| 4. Genealogy<br>Maine genealogy<br>except for items held by State Archives.             | Strong<br>Comprehensive          |
| 5. History<br>Minimum: at least one for every country.<br>U.S. History<br>Maine history | Basic<br>Strong<br>Comprehensive |
| 6. Travel   | Basic                            |

### Special Collections

#### The Maine Author Collection

Located in the Maine Room is a collection of books by Maine authors or about Maine, including both juvenile and adult books. A Maine author is defined as one who was born in Maine, one who has become a Maine resident, one who has been a regular part-time resident. Also included is any book about Maine regardless of the author's residency. Many of these books are also represented in the circulating collection, following the above selection guidelines in the strong category.

#### The Maine Vertical File

Contains pamphlets, clippings from newspapers or magazines, and other types of ephemeral materials for answering Maine ready reference questions.

#### Maps

A small collection is maintained. As many maps of Maine as possible, historical and recent, are included. Topographical maps are housed in the Federal Documents collection. An extensive map collection can also be found in the State Archives.

#### General Vertical File

Contains pamphlets, clippings, and other ephemera for answering ready reference questions.

#### Audio Cassette Collection

Specifically tailored to complement the role of state government administrators, this collection focuses on self-improvement and managerial needs.

#### Periodicals

Serials in general are selected according to this policy. An effort is made to maintain current subscriptions to all Maine newspapers except for those whose content is entirely or almost entirely advertising.

#### Books-by-Mail, Films, Videotapes, Talking Books

These are the province of the Library Development Division of the Maine State Library at this writing, and are not addressed here, except to point out that Books-by-Mail serves the fiction and popular nonfiction needs of Maine's 300,000 juvenile and adult residents not served by a local public library.

#### Federal Documents

The Maine State Library is a selective depository for publications of the U.S. Government, acquiring about 28% of available items.

Law-related items are passed on to the Law and Legislative Reference Library. Documents acquired on depository remain the property of the federal government. Additional single copies of federal publications are purchased when needed. The closest full depository collection is at the Fogler Library, University of Maine at Orono.

#### Maine State Documents

The State Library's collection is comprehensive. All departments, bureaus, etc. are required by law to deposit a certain number of copies of each of their publications with the State Library, which keeps some and sends the rest to state depository libraries in Maine and to certain exchange libraries nationwide.

#### Gifts

Gifts are always appreciated by any library, but can only be accepted with the integrity of the collection in mind. Acceptance of gifts is made with the understanding that there are no limiting conditions or restrictions regarding their disposition; ownership is held exclusively by the Maine State Library. Only in extremely rare instances would the State Library consider acquiring a collection that would be maintained intact. Acceptance or rejection of gifts is based on the same criteria as purchased material, following the above selection guidelines of this policy. The State Library cannot offer collection appraisals, nor estimate the value of a gift once accepted.

#### Challenged Materials

Should a citizen object to the State Library owning a particular item, the Library will be governed by the guidelines established in the American Library Association's "Resolution on Challenged Materials" (attached), an interpretation of the "Library Bill of Rights" (attached). The challenger will be offered the opportunity of filling out a "Citizen's Request for Reconsideration of a Book" (attached). The Request will then be reviewed by the full Reference staff, and recommendation forwarded to the State Librarian, who will issue a written decision to the challenger.

by Donald Wismer  
Division Director  
Reader and Information  
Services  
Maine State Library  
April, 1986

LIBRARY BILL OF RIGHTS

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The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

CHALLENGED MATERIALS  
An Interpretation of the Library Bill of Rights

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The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the materials selection policy of the library should not be removed under any legal or extralegal pressure. The Library Bill of Rights states in article 1 that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in article 2, that "Materials should not be prescribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United State, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981, by the ALA Council.

CITIZEN'S REQUEST FOR RECONSIDERATION OF A BOOK

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_

Title of Book \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone Number \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zone \_\_\_\_\_

Complainant represents \_\_\_\_\_

\_\_\_\_\_ himself \_\_\_\_\_

\_\_\_\_\_ (Name of Organization) \_\_\_\_\_

\_\_\_\_\_ (Identify other group) \_\_\_\_\_

1. To what in the book do you object? Please be specific. cite page: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of reading this book? \_\_\_\_\_

\_\_\_\_\_

3. Is there anything good about this book? \_\_\_\_\_  
Be specific \_\_\_\_\_

4. For what age group would you recommend this book? \_\_\_\_\_

5. Did you read the entire book? \_\_\_\_\_  
What parts did you read if you did not read the entire book? \_\_\_\_\_

\_\_\_\_\_

6. Are you aware of the judgement of the book by literary critics? \_\_\_\_\_

\_\_\_\_\_

7. What do you believe is the theme of this book? \_\_\_\_\_

\_\_\_\_\_

8. What would you like the library to do about this book? \_\_\_\_\_

\_\_\_\_\_ withdraw it from the library.

\_\_\_\_\_ send it back to Book Selection for re-evaluation.

\_\_\_\_\_ other.

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? \_\_\_\_\_

\_\_\_\_\_

Signature of complainant \_\_\_\_\_

Maine State Library

May . 1982