

TLN E-CONTENT USERS' GROUP MATERIALS SELECTION POLICY

OBJECTIVE

The goal of the Library Network E-Content Users' Group is to provide access to downloadable content for varying age groups to the patrons at participating libraries. The Users' Group recognizes that this collection serves all people within the participating communities regardless of age, race, national origin, or political or social views. The Committee supports intellectual freedom and adopts ALA *Freedom to Read Statement* and ALA *Library Bill of Rights* as policy. As such, the Users' Group will strive to select materials based on their merit or demand and not on the views expressed or the identity of the creators.

RESPONSIBILITY OF PURCHASING

The responsibility for purchasing materials for the collection is shared among the participating libraries. Each library has the opportunity and responsibility to periodically have a staff member volunteer to be a selector. Volunteer selectors in this group will respond to the guidance of the E-Content Users' Group Policy Committee and to the needs expressed by participating libraries.

Patron suggestions from each participating library should be forwarded to the current selectors. The number of selectors at any given time should never be less than two, but additional selectors can always be added when there is a need. There will be no fewer than two orders in a month.

CRITERIA FOR SELECTION

The decision to include or exclude an item from this downloadable collection is based on the following considerations.

1. Availability
2. Funds/Pricing/Length of License
3. Individual Merit
4. Popular appeal / patron demand or interest
5. Timeliness

Specific titles requested by patrons will be given priority, provided the titles are available for purchase. Additional copies of titles will be purchased once the number of holds on titles reaches six. Selectors will also attempt to keep up with and complete series collections when possible.

The Users' Group will also always strive to choose unabridged versions of works when available and formats that are the current industry standard and/or allow the greatest amount of access for all patrons.

ALLOCATION OF FUNDS

The total amount of funds available is subject to change each year depending on the number of participating libraries. Regardless of the amount of funds available, an amount will always be held in reserve so that the Users' Group may take advantage of sales that occur periodically throughout the year. In addition, selectors will also account for and reserve funds for the cost of marc records as they budget expenses. These marc record charges are billed periodically during the year.

Our priority will always be to satisfy patron demand and shift the allocation of funds in response to patron requests, holds ratios, and checkout trends.

CHALLENGED CONTENT

Participating libraries that receive requests from patrons to remove items they feel are inappropriate to the collection or to relocate content to another category should forward these concerns to the Policy Committee. Please request that the patron fill out and return the TLN E-Content Users' Group Request for Reconsideration of Downloadable Materials Form. Once it is completed, it should be sent to the Policy Committee for consideration.