



Digital Materials Selection Policy

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The Woodlands Library Cooperative (WLC) comprises 50 public libraries in central and southern Michigan. WLC contracts with various vendors to provide access to collections of streaming and downloadable digital materials for its member libraries and their communities. While the Cooperative recognizes that most public libraries have selection policies, this policy is not intended to reflect those individual local policies but rather is designed to serve the cooperative nature of the collections.

Definitions

Digital materials: Downloadable or streaming books, magazines, audiobooks, films, or other media as they may occur. The borrowing model may be single use, simultaneous use, cost per circulation, or another model provided by the vendor. Not all titles are available in all formats.

Selection: The decisions to purchase, retain/repurchase or withdraw materials in a collection. It does not refer to reader guidance.

General Principles

Selection of digital materials is informed by the needs, characteristics, interests and demands of all members of the communities served by the Woodlands Library Cooperative. Selection is guided by the principles of freedom of information articulated in the American Library Association's [Library Bill of Rights](#) and statements on [Freedom to Read](#), [Freedom to View](#), and the First Amendment and [Censorship](#).

Responsibility for materials selected and read by children and adolescents rests with the youth's parents or legal guardians. Neither the Woodlands Library Cooperative nor its member libraries stand *in loco parentis*. Selection decisions are not influenced by the possibility that materials may be accessible to minors.

Specific Principles for Selection

By providing or facilitating digital collections, the Woodlands Library Cooperative strives to provide access to collections of popular items that will meet the interest and needs of varying audiences. Demand and use are key factors in the development of the collections. No

materials shall be excluded from consideration because of race, nationality, religion, gender, sexual orientation, political or social view of the material, the author or the intended audience. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select digital materials for specific collections. digital materials purchased for the collection are not an endorsement by WLC of either the content or viewpoint presented in them. Individual items, which may be controversial or offensive to some patrons, may appropriately be selected if their inclusion will contribute to the range of viewpoints and effectiveness of the collection as a whole.

The following criteria are considered in selection decisions:

- Anticipated or expressed popular demand
- Relevance to community needs and interests
- Educational or literary merit, and/or cultural value
- Reviews from professional, trade, or other authoritative sources which confirm serious literary, artistic, political, cultural, historical and/or scientific value
- Contemporary significance and/or permanent value
- Reputation/qualifications/significance of the author, publisher, or producer
- Authority, objectivity, timeliness
- Local, regional, state or national significance
- Representation of various cultures, viewpoints and interests
- Relation of work to existing collections

Collection Maintenance: Many titles expire after a set period of time or number of uses. These terms are dictated by the publishers and/or vendors. Repurchase of such materials is not guaranteed but will be guided by demand and budgetary constraints. Certain databases and digital collections may change in format or content after they are acquired. When selection involves a remote resource, such as a digital collection or database, it is possible that the content of said resource may not conform to the library's selection criteria at any given time. Professional staff will review the content of such resources on a regular basis to assess their continued value.

Allocation of Funds

The funds allocated to digital collections are subject to change based on the number of participating libraries and budget guidance by the WLC Director and Governing Board. Allocation within those funds for different types of materials is adjusted as dictated by anticipated demand, publication trends and other criteria as needed. The same criteria for selection applies to any materials selected with funds donated by groups or individuals.

Requests for Reconsideration

WLC believes in the freedom of information for all and does not practice censorship. This principle applies to all formats included in the cooperative's digital collections. Items may be considered controversial, and any given item may offend someone. Exclusion of digital

materials may occur due to cost, accessibility, limited demand or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

Requests for reconsideration of an item in a Woodlands Library Cooperative digital collection may be made by completing the [Request for Reconsideration Form](#). The process for handling such requests is described on that page.