

# LEMONT PUBLIC LIBRARY DISTRICT MATERIALS SELECTION POLICY

## **OVERVIEW:**

### **PURPOSES:**

- 1) To develop and maintain a balanced collection of educational and recreational materials for circulation to patrons of the Lemont Public Library District (the “Library”).
- 2) To develop and maintain a collection of early learning materials for children of preschool age.
- 3) To develop and maintain a collection of educational and recreational materials for young people of school age that supplements school media center collections.
- 4) To develop and maintain a collection of reference materials that enables the Library to serve the community as a reliable center of information.
- 5) To guide the Library staff in selection of materials.
- 6) To inform the public of selection principles.

### **TYPES OF MATERIALS:**

The Library collection may include, but is not limited to, the following:

- a) Books
- b) Periodicals/Serials
- c) Pamphlets, Maps, Clippings
- d) Audio/Visual Materials
- e) Art Prints
- f) Government Documents
- g) Computers, Software

### **RESPONSIBILITY FOR MATERIALS SELECTION:**

- 1) The initial responsibility for materials selection lies with the professional staff of the Library.
- 2) The final responsibility for materials selection rests with the Library Director who operates within the framework of policies adopted by the Lemont Public Library District Board of Trustees (the “Board”).

### **CRITERIA FOR SELECTION:**

- 1) Selection of materials is a positive activity and is done with a view to adding variety of materials of value and interest to the collection rather than a negative activity, which seeks to reject materials.
- 2) To build a balanced collection, materials shall be considered according to objective guidelines and based on the needs and degree of interest expressed by the community.
- 3) The Library subscribes to the selection principles contained in the Library Bill of Rights adopted and amended by the American Library Association (Appendix F) and the Freedom to Read Statement (Appendix G).

- 4) The Library recognizes that many materials are controversial and that any given item may offend some patrons. Responsibility for materials used by young people rests solely with their parents or legal guardians. Selection shall not be inhibited by the possibility that materials may come into possession of young people. Selections shall be made on the merits of the work in relation to the building of the collection and the interests of the community.
- 5) Library materials shall not be labeled or identified to show approval or disapproval of the contents and no catalogued items shall be sequestered, except for the express purpose of protecting them from injury or theft (Appendix H).
- 6) All acquisitions, whether purchased or donated, are considered in terms of the following standards:
  - a) General
    1. Contemporary significance or permanent value.
    2. Accuracy.
    3. Authority of the author in the field.
    4. Relation of the work to existing collection.
    5. Price and format.
    6. Representation of varying points of view.
  - b) Evaluation of works of information and opinion
    1. Authority of author.
    2. Comprehensiveness and depth of treatment.
    3. Objectivity of approach.
    4. Accuracy of information.
    5. Clarity and logic of presentation.
  - c) Evaluation of works of imagination
    1. Representation of important movements, genre, trends, or national culture.
    2. Vitality and originality.
    3. Artistic presentation and experimentation.
    4. Sustained interest.
    5. Effective characterization.
    6. Authenticity of historical or social setting.

#### **USE OF SELECTION AIDS:**

Ideally every item added to the collection should be read or previewed before purchase by a staff member with trained judgment, knowledge of the Library's present resources, and acquaintances with the requirements of local library users. Where circumstances make such reading impossible or unnecessary, staff makes skilled use of selection aids, such as basic general lists, current general special bibliographies for reference books and particular subject materials and books, and reviewing journals. While reviews are a major source of information about new items, they are not followed blindly. No one publication is relied upon exclusively; the critical opinions of reviewers are checked against each other where feasible.

#### **MAINTENANCE OF THE COLLECTION:**

The collection shall be periodically examined for the purpose of discarding, binding, or repairing materials so as to maintain a balanced, timely, and attractive materials collection. In determining which material is to be withdrawn from the collection and discarded, the same criteria shall be applied as for selection of materials.

## **MATERIAL GIFTS POLICY:**

- 1) The Library accepts gifts of books, pamphlets, periodicals and other materials with the understanding that they shall be added to the collection when needed. The decision to include gift materials is based upon the following considerations:
  - a) Material meets the Library's standards of materials selection.
  - b) The physical condition of the material is satisfactory.
- 2) When the Library receives a cash gift for the purchase of materials, selection shall be based upon the needs of the Library unless otherwise indicated by the donor.
- 3) The Library reserves the right to decide the conditions of display, housing and access to gift materials. No estimate of value of donated items shall be furnished. Materials received shall become the property of the Library. Materials not accepted for the Library collection may be offered to another library, sold, or otherwise disposed of.
- 4) If requested by the donor, a gift form shall be used to acknowledge receipt of the donation (Appendix D).

## **RECONSIDERATION OF MATERIALS:**

- 1) The Library has basic principles that are designed to preserve the freedom and professional integrity of the library in this community.
- 2) The basic document as to why certain materials are part of or excluded from the collection is the Library Materials Selection Policy.
- 3) A complainant may submit a Citizen's Request for Reconsideration of Materials (Appendix J) following the criteria below:
  - a) Request must be filed in writing with the Library Director.
  - b) Request form must be filled-in completely.
  - c) Complainant must be fully identified.
- 4) The Library Director shall act upon the complaint and notify the complainant in writing within forty-five (45) days of the decision reached. A copy of this written reply together with a copy of the complaint shall be sent to the Board. The complainant may appeal the Library Director's decision to the Board.