

South Holland Public Library

4.0 Material Selection Policy



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4.0 PURPOSE

It is the purpose of the South Holland Public Library to provide books and other materials to meet the informational, educational, cultural, and recreational interests and needs of the residents of South Holland.

4.1 RESPONSIBILITY FOR SELECTION

The Library Director shall have the ultimate responsibility for the selection of materials. Selection may be delegated to qualified staff members as appropriate.

4.2 SELECTION GUIDELINES

Criteria to be considered in adding specific materials, including gifts, to the collection include, but are not limited to:

- collection objectives,
- existing subject coverage,
- public interest,
- community relevance,
- patron requests,
- timeliness of topic,
- audience for material,
- current or historical significance of author or subject,
- support for lifelong learning,
- diversity of viewpoint,
- effective expression,
- creativity,
- imagination,
- reading, listening, or viewing enjoyment,
- popularity,
- nature of the media,
- quality of production, and
- durability of the format.

Items selected must meet one or more of these criteria. Conversely, meeting one or more of these criteria does not automatically qualify an item for selection. The Library strongly encourages patrons to suggest items, topics or authors they would like to see included in the collection. Requests may also be met through resource sharing with other libraries, electronic delivery, or other means.

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Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including best seller lists, and the advice of professionals versed in specific subject areas also will be used.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed.

Electronic resources, including subscription databases and links to web sites, are provided to increase the depth and breadth of our collections. Some links may be available only within the Library or only to residents and may require a South Holland Public Library card for access. The Library is not required to establish or maintain any particular electronic resource, database and/or web site link.

Criteria used to select web site links shall include, but not be limited to, those that:

- are useful sources of current, consistently maintained information,
- are created to credible authors/producers,
- are well-organized and easily navigable, and
- complement the Library's physical collections.

4.3 LOCAL AUTHORS' COLLECTION POLICY

The Library wishes to support local authors whose works may not yet meet all of the criteria for the permanent collection. The Library will establish a Local Authors' Collection subject to the following guidelines:

- Books will be accepted as donations from the author or publisher, and selected for inclusion in the Local Author Collection by the Library Director or designated qualified staff. Authors must be residents of the greater Chicago metropolitan area or the book must take place in metro Chicago. Books will be included based on condition and perceived demand or interest by the South Holland community.
- Due to staffing and time constraints, staff are not able to meet with individual authors, nor notify authors if books are not accepted.
- Items will rotate out of the collection and may be withdrawn, depending on demand and established weeding criteria.
- All materials that are donated become the property of the South Holland Public Library and cannot be returned to the donor.
- Donations that are not accepted into the collection will be sold or given away.

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4.4 WEEDING AND COLLECTION MANAGEMENT

The South Holland Public Library is not a library of historical record. To ensure a vital collection of continuing value to the community we serve, materials not well used may be withdrawn.

The Library recognizes discarding materials is an important part of maintaining the Library in order to keep the collections fresh and free of outdated, factually incorrect, and overly worn/damaged materials. The final decision to withdraw materials from the collections is the responsibility of the Library Director, who may delegate the task to qualified staff. When withdrawing and discarding materials, the Library shall consider the same criteria as those used for selecting materials, as well as physical condition. Materials will not be removed because of controversy. Replacement of materials will be based on collection objectives.

Whenever possible and advisable, discarded materials in good condition will be sold or given away. As a last resort, unwanted discards will be recycled.

4.5 GIFT MATERIALS

Materials received as gifts that meet the standards of selection and require no special handling or housing may be added to the collection. If materials are not judged suitable or useful, they may be sold or given away. The Library will not offer appraisals of monetary value of donated materials. Donors seeking an income tax deduction must obtain an independent appraisal. The selection of materials for memorial donations must meet the guidelines used for the purchase of Library materials. The Library does not make home visits to pick up donated materials.

4.6 RECONSIDERATION OF LIBRARY MATERIALS

The Library recognizes the right of individuals or groups to question materials in the collection. Such questions may be stated in writing on the *Request for Reconsideration of Library Materials* form (Appendix 4.7.7). The Library Director will give serious consideration to each opinion so expressed. Materials under reconsideration will remain available to the public until a decision is made. The Library Director will make a final decision as to whether the material was appropriately selected and made accessible under this policy, and reply to the individual or groups in writing as soon as is practical.

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APPENDIX 4.7.1 AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

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

I. 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.

II. 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.

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

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

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

VI. 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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APPENDIX 4.7.2 AMERICAN LIBRARY ASSOCIATION DIVERSITY IN COLLECTION DEVELOPMENT

Collection development should reflect the philosophy inherent in Article II of the American Library Association's *Library Bill of Rights*: "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."

Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to content on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive in collection development and in the provision of interlibrary loan. Access to all content legally obtainable should be assured to the user, and policies should not unjustly exclude content even if it is offensive to the librarian or the user. This includes content that reflect a diversity of issues, whether they be, for example, political, economic, religious, social, ethnic, or sexual. A balanced collection reflects a diversity of content, not an equality of numbers.

Collection development responsibilities include selecting content in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Content should represent the languages commonly used in the library's service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of content should be done according to professional standards and established selection and review procedures. Failure to select resources merely because they may be potentially controversial is censorship, as is withdrawing resources for the same reason.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to content protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of content based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Librarians must not permit their personal beliefs to influence collection development decisions.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; and July 1, 2014.

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APPENDIX 4.7.3 AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as citizens devoted reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will accept the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

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We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the reader to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but also why we believe it.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law

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into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are safer, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

6. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one; the answer to a “bad” idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principle means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of the propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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APPENDIX 4.7.4 AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council.

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APPENDIX 4.7.5 DONATION ACKNOWLEDGEMENT



_____ Date

DONATION ACKNOWLEDGEMENT

Thank you for your donation of items to the South Holland Public Library. Library staff cannot assign a value to your donation and any claimed for tax other purposes are the sole responsibility of the donor. No goods or services were given in consideration of your donation.

You may wish to refer to IRS Taxpayer Information Publication 526, *Charitable Contributions*, and 561, *Determining the Value of Donated Property*, for assistance in determining the value to claim for your donation. These and other tax publications may be found at www.irs.gov.

Those items that are not used in our collections will be placed in our used materials area and any money received for the items will be used to benefit the Library.

Thank you for your contribution to South Holland Public Library.

Sincerely,

Robin O. Wagner
Library Director
South Holland Public Library

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APPENDIX 4.7.6 MEMORIAL DONATION

Date: _____ Received from: _____

Memorial for: _____

Topics of Interest: _____

Relationship of donor, if known: _____

Amount Received: _____ Cash (or) Check #: _____

Type of Donation: Restricted Unrestricted Endowment Fund

Person/Department Ordering: _____

Specify what was purchased (name of book, piece of equipment): _____

Company with whom order placed: _____

Date Ordered: _____ Date Received: _____

Donor to thank: _____

Family to notify of donation: _____

Procedures:

- Business Manager receives request.
 - Has donor fill out form and receives cash/check.
 - Sends copy of form to Technical Services and gets 2 copies of bookplate back.
 - Arranges for the item to be ordered and tracks the expenses and receipt of the item.
 - Sends a thank you to the donor, with copy of bookplate from Technical Services.
 - Sends notification to the recipient or family, if appropriate, also with bookplate.
 - Writes a press release for the Library Newsletter.
- Technical Services receives a copy of this form.
 - When the item is received, Technical Services creates a bookplate & puts it in item and gives 2 copies to the Business Manager to send out with thank yous.

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APPENDIX 4.7.7

RECONSIDERATION OF LIBRARY MATERIALS

The Board of Trustees of the South Holland Public Library has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____

Do you represent yourself? _____ Organization? _____

1. Type of material on which you are commenting:

_____ Book _____ Video _____ Magazine _____ Audio Recording _____ Internet _____ Other

Title of Material _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature _____