

GRAVES-HUME PUBLIC LIBRARY DISTRICT  
MATERIALS SELECTION POLICY  
Reviewed 6/13/2012

The purpose of the Graves-Hume Public Library District materials selection policy is to clarify the intent and criteria used in materials selection as well as the responsibility for the selection.

The purpose of the Graves-Hume Public Library District is to serve the informational, cultural, educational and recreational needs of all its residents regardless of age or educational background.

To fulfill this purpose, the library's main objectives shall be:

1. To provide print and non-print materials which contribute to education, the pleasurable use of leisure time, and the general enrichment of life.
2. To provide appropriate media for understanding the present, and the past at high levels of quality to represent different points of view.
3. To provide reader's advisory, information and reference service, and to publicize the library's resources within and outside the library.

#### GIFTS AND MEMORIALS/SPECIAL COLLECTIONS

The library welcomes gifts of books, and non-print materials. Such gifts will be added to the collection in accordance with the standards ordinarily used by the library in selection of materials and with the understanding of the donor that items not deemed suitable will be disposed of at the discretion of the Librarian.

The library also welcomes monetary gifts, bequests, or memorials so long as their use is not restricted by conditions which would conflict with the standard practices and policies of the library.

Donor's names and gifts are listed in a special register which is available at the library. Gift books will be shelved with the regular collection, unless deemed to be of an irreplaceable nature, and then it shall be placed with the reserve collection. Special provision is made to label gifts, memorials, or bequests.

Special collections, such as historical materials, books having more than literary value, or manuscripts, will be accepted by the library only if provision can be made for their use.

## SELECTION POLICY

### CRITERIA

All acquisitions, whether purchased or donated are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable.

### GENERAL

1. Suitability of physical form for library use.
2. Suitability of subject and style for intended audience.
3. Present and potential relevance to community needs.
4. Relation to existing collection and other materials on subject.
5. Reputation and/or significance of author
6. Attention of critics, reviewers, and the public
7. Price

### NON-FICTION

1. Authority of author
2. Comprehensiveness and depth of treatment
3. Clarity, accuracy and logic of presentation
4. Representation of varying points of view

### OTHER

1. Availability of material through the System, or in other libraries
2. Multiple requests for specific titles
3. Scarcity of material available

### PATRON REQUESTS

Requests for purchase of materials are welcomed and are considered in relation to the above mentioned selection criteria.

### VIDEO

1. Educational and instructional  
Selection of educational and instructional videotapes will be based upon:
  - a. Suitability of subject
  - b. Technical quality
2. Feature Films  
The collection of movie features will emphasize:
  - a. Established film classics
  - b. Movies with a family viewing orientation

## BASIC EXCLUSIONS AND CONSIDERATIONS

1. Textbooks- The Graves-Hume Public Library district does not supply materials for course work of elementary or secondary schools or of institutions of high learning. The library provides materials supplemental to various courses of instruction.

2. Materials currently provided for library patrons include books, sound recordings (CD), music CDs, periodicals and newspapers, puzzles, puppets and DVDs.

3. The Board of Trustees and the library staff will be alert for opportunities of cooperation with other libraries, to strengthen the services and resources of the Graves-Hume Public Library District.

## RESPONSIBILITY

Responsibility for materials selection rests with the Librarian and staff who operate within a framework of policies adopted by the Board of Trustees of the Graves-Hume Public Library District.

## METHOD AND PROCEDURES FOR SELECTION

1. Book reviews. Library staff members consult book reviews whenever possible to obtain information about titles available for selection. Among reviewing sources frequently used are: LIBRARY JOURNAL, SCHOOL LIBRARY JOURNAL, and THE CHICAGO TRIBUNE.

2. Library staff members also keep abreast for best seller lists in order to be aware of those books likely to be in demand.

3. Books are sometimes previewed when sent from publishers on approval or shown by sales representatives.

## CENSORSHIP

Although the library accepts responsibility for providing free access by the public to all points of view, the addition of an item to the collection in no way, represents an endorsement by the library of any theory, idea, or policy contained in it. All sides of controversial issues are represented in the library as far as budget, space and availability of materials allow. Selection is based upon the criteria cited in this policy statement. The race, religion, nationality or political views of an author, the frankness or coarseness of language, the controversial content of an item or the endorsement or disapproval of an individual or group in the community does not cause an item to be automatically included or excluded.

Children are not limited to materials in the juvenile collection although juvenile collections are kept together to facilitate use. Responsibility for materials selected for a child must rest with the parent or legal guardian. Selection will not be inhibited by the possibility that controversial materials may come into the possession of children.

A "Citizen's Request for Reconsideration of Library Material" form is available to all Graves-Hume Public Library District residents for comments concerning library materials. Such complaints must be signed by the patron. No action will be taken until the Director has had the opportunity to examine the material in question.

A complainant may submit a REQUEST FOR RECONSIDERATION OF MATERIALS following the criteria listed below:

1. Request must be filed in writing with the Director
2. Request form must be filled in completely
3. Complainant must be identified fully, and be a registered borrower in good standing of the Library District

The Director shall act upon the complaint and notify the complainant in writing of the decision reached. A copy of this written reply together with a copy of the complaint shall be sent to the Board of Trustees of the Public Library District. The complainant may appeal the Director's decision to the Board of Trustees of the Graves-Hume Public Library District.

Adopted by the Library Board of Trustees as part of the materials selection policy are the following attached American Library Association statements:

1. Library Bill of Rights
2. Freedom to Read Statement
3. Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights
4. Freedom to View

## ACCESS

All materials will be readily accessible to the public, unless they are scarce or valuable. The library assures free access to its holdings for all patrons, who are free to select or reject for themselves any item in the collection.

## WITHDRAWAL OF MATERIALS

Materials which are no longer useful in the light of stated objectives will be systematically weeded from the collection according to accepted professional practices.

The following are the criteria for weeding and replacement:

- a. Worn through use
2. Outdated
3. Inaccurate
4. Duplicated copies of a title no longer in demand
5. Audio-visual items which have been damaged beyond repair

Replacement of an item is not automatic. Replacement is considered in relation to current selection procedures, existence of adequate coverage in the collection, and

demand.

The Graves-Hume Public Library District is not a library of historical record, except in the area of local history. To ensure a vital collection of continued value to the community, materials which have outlived their usefulness are withdrawn.

#### DISPOSAL OF SURPLUS LIBRARY MATERIALS

Library property which in the judgment of the Librarian is no longer useful is disposed of in the following manner:

1. Material from the collections may be discarded, be given to local not-for-profit organizations, or sold.
2. Personal property having a current value of less than \$500 may, at the discretion of the Director, be discarded, turned in on new equipment, or sold.
3. Surplus items having a current value of \$500 or more, may be traded in on new equipment or sold, in accordance with the provisions of the Illinois Library Act.
4. Unsolicited gifts should be identified by the donor whether they want them returned if the library does not wish them. Items not claimed are disposed of as indicated above.