

Section 800

MATERIAL SELECTION AND COLLECTION MANAGEMENT POLICY

The Crete Public Library District Board of Library Trustees and staff support the *Library Bill of Rights* and the American Library Association's *Freedom to Read and Freedom to View* statements.

Purpose and Scope of Collection

It is the purpose of the Crete Public Library District to purchase materials which will enable the library to carry out its Mission Statement: to provide information and service in a variety of formats for the continual education, enlightenment and enjoyment of the community. The library recognizes the needs of the community are of primary importance in selection, and because the community is made up of individuals, each individual's needs will be considered in relationship to the needs of the whole community. The library will strive to maintain a diverse collection of quality materials that may include items of contemporary significance as well as those of permanent value.

Responsibility for Selection

The Library Board of Trustees delegates the responsibility for material selection to the Executive Director and, under his/her direction, to additional staff qualified for the activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. (75 ILCS 5/4-7.2).

Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

Guidelines for Selection

Materials are considered for purchase on the basis of the following considerations, in no particular order:

1. Accuracy and Authoritativeness
2. Timeliness/Currency of Information
3. Significance and permanent value to the collection
4. Availability of other sources on the topic
5. Creative, literary or technical quality
6. Reputation of author, publisher, producer or illustrator
7. Patron demand/Popular Interest
8. Format and ease of use
9. Cost and availability
10. Suitability of subject and style for intended audience
12. Local Emphasis
13. Critical Reviews

No library material shall be excluded because of the race, nationality, political or social views of the creator.

Procedures for Selection

Because it is impossible for librarians to examine all items being considered for purchase, they

depend on reliable selections aids, which may include but are not limited to, professionally recognized review periodicals, standard bibliographies, book lists by known authorities, (including bestseller lists), and the advice of competent people in specific subject areas.

Suggestions for Purchase

The library strongly encourages input from the Crete community concerning the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community. Patrons can make a suggestion online using our Suggest to Purchase Form.

Gifts to the Collection

Gifts to the library will be judged on the same basis as purchased materials. The Crete Public Library District will accept materials as donations only with the understanding the library will decide whether they are added to the collection. Inclusion will depend upon whether the materials meet the library's Material Selection and Collection Maintenance Policy, whether their condition is satisfactory for library use, and whether additional copies of the materials are needed. The library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service. Gifts are subject to the following limitations:

- The library retains unconditional ownership of the gift.
- The library makes the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing, and access to the materials.

Neither the Executive Director, staff, nor any Board members will appraise any donation of materials. Thank you letters on letterhead stationery acknowledging the donation will be sent to donors upon request.

The library will offer no pick-up of donations or onsite evaluations of materials.

Monetary gifts to the collection are welcome and may be designated as memorials. Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision, and materials purchased are subject to library's Material Selection and Collection Maintenance Policy.

Collection Evaluation and Maintenance

The library's holdings are continuously evaluated by the professional staff in order to maintain a useful collection that meets the needs of the community. Lost or missing items may be replaced if they are deemed to be of further use to the collection.

Materials in the library collection may be discarded for the following reasons:

1. Damage or poor condition
2. Duplication
3. Obsolescence (subject matter is no longer timely, accurate, or relevant)
4. Insufficient use
5. Space limitations

Prior to withdrawal, the following sources may be checked for evaluation, *Public Library*

Catalog, Fiction Catalog, Children's Catalog, SWAN database, other specialized bibliographies.

Books and non-print materials from the library's collection may be discarded, sold, or given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations including the Friends of the Crete Public Library. Every effort will be made to recycle discarded materials whenever possible.

Requests for Reconsideration of Library Materials

The Crete Public Library strives to build a collection representing varying points of view in a variety of formats. The Board of Library Trustees supports intellectual freedom and believes that the choice of materials is a personal matter. While individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to choose. The Board also believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials.

Any resident of the library district who wishes to question why materials were selected or were not selected for the library should be referred to the Adult Services Manager or the Youth Services Manager. The appropriate department manager will discuss with the patron the reasons why the materials were or were not added to the collection.

If the matter is not resolved, the patron may request that a title be reconsidered. The patron must complete a *Request for Reconsideration of Library Materials* form. The form will be submitted to the Executive Director, who will review the title in question with the appropriate staff and consider whether its selection for the collection is in accordance with the criteria stated in this policy. The Executive Director will make a decision and send a letter to the person who requested the reconsideration of the title. The letter will state the reasons for the decision and will include a copy of the selection policy. Information about all formal complaints and their disposition will be a part of the Executive Director's monthly report to the Library Board of Trustees.

If the person who requested the reconsideration is not satisfied with the decision of the Executive Director, he or she may request that the matter be referred to the Board of Library Trustees. This request must be made in writing to the Executive Director. The Executive Director will forward the request and the reconsideration form to the President of the Board, who will place the matter on the agenda of a regular Board meeting as soon as is practical. The President of the Board will provide a written notice of the date and time of the meeting to the requestor. The decision of the Board will be final and will be sent in writing to the person who requested reconsideration of the title.

Works of Local Authors

The Crete Public Library wishes to recognize the literary efforts of local authors, however, the library holds local authors' materials to our selection policies when asked to purchase their works. The library will, however, accept donations of materials from local authors and include them in a local authors' collection. The library reserves the authority to decide what geographic area will be included in the "local" authors' collection, and all donated materials still fall under the *Gifts to the Collection* and the Collection Evaluation and Maintenance sections of this policy.

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