

Materials Selection Policy

Part 1: Materials Selection

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this 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. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

Materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

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 competent people in specific subject areas also will be used.

Selection Principles

Objectivity

The library will attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in selection activities. The addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy it contains. Processing and shelving of materials in no way reflects a value judgment of the materials. There is no labeling added to or removed from items to indicate a point of view or bias. This library will utilize the principles of the American Library Association as set forth in the most current edition of Intellectual Freedom Manual.

Priorities

As a full member of the Illinois Heartland Library System, the library is committed to the sharing of our resources with other libraries within the guidelines agreed upon by IHLS member libraries. The library intends to fulfill its obligation toward state-wide program of cooperative collection development.

Children's and Young Adult Materials

Children's and young adult's materials are shelved in special areas for practical purposes. Responsibility for materials selected for children and young adults must rest with their parent or guardian, NOT with the library

Withdrawal of Materials

The library collection is intended to be active, useful, and circulating. Materials which no longer meet these criteria will be removed from the collection according to accepted professional practices. Responsibility for removal of materials rests with the librarian. Specific criteria for removal include: continuing accuracy, frequency of use, physical condition, and relevance.