

Brimfield Public Library District

Collection Management and Selection Policy

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to designated staff members who will also follow this Board approved policy. 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 this policy and pursuant to Illinois Library Law.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the library director will strive to allocate not less than 12% of the operating budget for materials every year. The collection will be evaluated and developed to meet the needs of the community.

Each type of material will 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, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Reviews from objective, professional selection journals such as, Publisher's Weekly, Library Journal, School Library Journal, etc.; and general interest magazines such as, Entertainment Weekly, USA Today, etc. Bestseller lists such as, NY Times may also be used to determine potential purchase; however, not all items on the bestseller lists will be purchased.

The library belongs to a consortium that selects downloadable content for the group. This is licensed content that is added to our catalog. In addition, we purchase/lease individual titles to supplement demand in this area. Every attempt will be made to select popular and/or high quality titles; however, given the current publisher restrictions for libraries at this time, the balance of the collection in this format may not reflect the balance seen in other library formats.

Given the current composition of the community, materials will primarily be selected in the English language.

Requests for materials to be purchased are always welcome from registered Brimfield Public Library District patrons. All requests are given consideration. An attempt will be made to borrow through interlibrary loan any requested item which is out of print, or is determined not to meet the criteria for purchase.

Brimfield Public Library's philosophy is to build a collection representing varying points of view. The choice of library materials by users is an individual matter. The public library is unique among institutions as an unbiased repository for the recorded expression of thought. It must provide access to the public to all points of view, whether through the addition of materials to its collection or through access to materials at other libraries through interlibrary loan. The addition of an item to the library's collection does not represent an endorsement by the library of any theory, idea, opinion or policy contained within. The library will purchase materials representing all sides of various issues as far as budget, space, and availability of materials allow. The race, religion, nationality, or political views of an author, the frankness or coarseness of language or description, the controversial content of an item, or the endorsement or disapproval of an individual or group in the community will not cause an item to be included or excluded automatically.

Collection Development and Selection Policy Cont.

The library will not attempt to label any materials. The library will not permit individuals or groups to label items, or to direct the shelving of items (e.g. juvenile versus adult collection). There will be no labeling of items or of catalog records to indicate a point of view, or any other bias. All materials will be shelved in proper order on the open shelves, unless maintained in restricted collections, which are designed to limit material loss, or due to space limitations.

Responsibility for reading materials for children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

The library supports intellectual freedom and has adopted the following statements as policy: ALA "Freedom to Read Statement", ALA "Library Bill of Rights", and the "Freedom to View" statement of the American Film and Video Association. See attached documents.

Requests for reconsideration for the presence or absence of any library material may be made only by registered patrons, and shall be made in writing using the library's Request for Reconsideration Form, and given to the library director for a written response. Appeals are directed to the Library Board for the final decision. However, the library will not consider any request to withdraw material in the DVD collection, since the film and television industry have chosen to provide a rating system that permits patrons to easily identify the scope of content provided in each work. Using this system, it is very easy for patrons to determine whether or not they wish to view a particular DVD. Therefore, materials in the DVD collection will automatically be retained.

The library encourages and accepts gifts from individuals in the community with the understanding that gifts are added to the collection only if they meet the same standards required of purchased materials. Materials which may not be added to the collection include, but are not limited to, duplicate titles or subject holdings already in the collection, outdated materials, and materials in poor condition. The library reserves the right to utilize any donated materials in any manner it deems appropriate, including selling the items, giving the items away free, or recycling/disposing of the items.

The Library's collection will be kept vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales.

Approved at the Regular Trustee Meeting, April 3, 2017