

Colona District Public Library Materials Selection Policy

Philosophy:

The philosophy of the Colona District Public Library is to serve the public by providing a collection representing varying points of view. Selection of library materials for individual usage is left to the patrons' discretion. The Colona District Public Library will make every attempt within financial limits, to meet the needs of our community. Parents or legal guardians are responsible for guiding the selection of materials by their children. 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.

Purpose:

The mission statement of the Colona District Public Library declares that the needs of the community will best be met by providing (1) current topics and titles; (2) community referrals and requests; (3) general information; and (4) lifelong learning.

Responsibility:

The authority and responsibility for the selection of library materials is delegated to the library director and, under his or her direction, to additional staff members who are qualified. 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 for all other selections.

Collection Criteria:

In accordance with the recommendations of *Standards for Illinois Public Libraries*, the Colona District Public Library will allocate not less than 12% of its operating budget on materials for patrons every year. These 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 merit 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. It should be recognized that some materials chosen may be offensive, shocking, or uninteresting to some individuals, but may be meaningful and significant to others. Resources of the entire library are accessible to everyone. Selection of adult materials will not be restricted by the possibility that these materials may come into the possession of minors. Therefore, the responsibility of

parents or legal guardians to guide the reading, viewing, and listening choices of their children and young adults, and to decide what their children may or may not use from this collection.

Reviews in professionally recognized periodicals are a source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used.

The library keeps the collection 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 are no longer in demand. Materials, which are removed from the library collection may be made available for public purchase.

Donations:

Items donated to the library will be reviewed for appropriateness to the collection. Those items not placed in the collection may be made available for public purchase. Upon request, the library will provide an acknowledgement letter for tax purposes without a value being placed on the donation.

Reconsideration of Materials:

Requests for reconsideration may be made only by district patrons and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board for final decision. The Board will consider the complaint, examine the material in question. The Board will determine if the material in question meets the criteria of the library Material Selection Policy. As the Board does not act in a censorship role, the decision whether to retain the material in the collection shall not be based on the individual, political, or moral views of the board. The presence of a book or other material in the collection shall not constitute an approval or endorsement of the views contained in it.

- 02/13/1999
- 03/10/2003 Revised
- 03/08/2005 Revised
- 02/12/2008 Revised
- 03/08/2011 Revised
- 03/11/2014 Reviewed
- 03/14/2017 Reviewed
- 01/14/2020 Reviewed & Approved, Library Material Request Form Reviewed & approved
- 1/10/2023 Revised & Approved, Library Material Request Form, Revised & approved. KW
- 1/13/2026 Revised & Approved Policy SK