Clarendon Hills Public Library
Materials Selection Policy

Purpose

This Materials Selection Policy has been adopted by the Board of Library Trustees of the Clarendon Hills Public Library to guide library staff and to inform the public about the principles upon which collection development decisions are made. It is the function of the library to provide popular materials, general information and provide for lifelong learning.

The Library endorses the American Library Association's Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill), Freedom to Read statement (http://www.ala.org/advocacy/intfreedom/freedomreadstatement), and Freedom to View statement (https://www.ala.org/advocacy/intfreedom/freedomviewstatement. The Board of Trustees upholds the principles of intellectual freedom and declares that while patrons have the right to reject for themselves or their children materials of which they do not approve, they cannot exercise that right to restrict the freedom of others. This board also believes it is the responsibility of parents and legal guardians to guide and direct the reading, viewing or listening of their own minor children. The library staff does not and will not assume the role of parent in restricting access of minors to materials and services.

Responsibility for Selection

Ultimate responsibility for the library's collection rests with the Library Director, who operates within the framework of policies determined by the Board of Library Trustees. At the Library Director's discretion, the actual process of selection may be shared with or delegated entirely to qualified staff members. Library staff select materials based on their knowledge of community needs and the criteria outlined in this policy.

Selection Criteria

At Clarendon Hills Public Library (CHPL), our patron base includes infants to the elderly and our selection criteria takes into account the various interests and needs of the patrons the library serves. CHPL provides collections containing a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the region we serve but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost

- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Reviews in professional library journals
- User appeal
- Attention in media
- Appearance on Awards and Best-seller lists
- Requests by library patrons

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special Considerations for Electronic Information Sources:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of full text

Selection of materials is influenced by the following factors:

- Budgetary considerations
- Physical limitations of the building
- Availability of materials through RAILS and the interlibrary loan network

Areas of Limited Acquisition

Selection of books and other materials in certain areas is limited to very general or basic works which are not too specialized or considered beyond the province of public library service. These areas include:

- Textbooks: As a rule, the library will not attempt to supply textbooks required for course work of elementary or secondary schools or institutions of higher learning.
- Occupation-related Professional Reading: The library will not attempt to purchase books that are narrow in topic meant to be of interest only to people working in specific fields. Example: The library would not purchase *Project Management in Electronic Discovery: An Introduction to Core Principles of Legal Project Management and Leadership In eDiscovery* as it is a niche topic geared only at lawyers.

Monetary Gifts for Materials
When the library receives a cash gift for the purpose of purchasing materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials will try to be based on the wishes of the donor. Selection of specific titles, however, will be made in accordance with the needs and selection policies of the library.

Special collections and memorial collections will not as a rule be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated in the general collection. Memorial books will be so designated with a book plate.

Donation of Materials
The library accepts donations of materials for consideration for the library's collection or for the library's book sale. These items:

- Must be given unconditionally and will not be returned
- Will become property of the library and the staff will determine what will be added to the library's collection
- The library will in its sole discretion discard, recycle, or sell materials not added to the collection.

Donated items must be in good physical shape. The library will NOT accept:

- Books in poor condition (including being musty or moldy, broken binding, ripped pages, torn covers, written in)
- Discarded material from any library
- Encyclopedia sets
- Magazines (including National Geographic)
- Music cassettes or vinyl records (LPs)
- Textbooks
- VHS Movies
- Materials in the following subject areas more than five years old: Business, Finance, Health, Medicine, Science.

Requests for acknowledgement of donation must be made at the time of donation.

Collection Maintenance and Weeding
The library collection will be kept attractive and current by a continual program of repairing, discarding or replacing worn and outdated materials.

Items may be withdrawn due to:

- Low usage/checkouts
- Multiple copies no longer needed
- Outdated or inaccurate information
- Physical condition
- Space limitations
- Availability of similar information in online resources

Withdrawn items may be placed in the library's vestibule area for the public to take free of charge, donated to other nonprofit organizations, or otherwise recycled or discarded.

Complaints Regarding Library Materials
Librarians make every attempt to read various reviews and to select materials appropriate to the needs of the community. They cannot, however, personally read or review in depth most of the items added to the library's

collection. It is recognized that a member of the community may find a work personally objectionable. When this occurs, individuals are encouraged to bring concerns regarding any specific item in the library's collection to the attention of the Library Director either by way of an informal discussion or through a formal complaint process.

Formal Complaint Process

If a patron would like to formally request that the library reconsider carrying a specific book or item chosen for the collection, the patron can fill out a Request for Reconsideration of Library Material form (Appendix D). The form will be reviewed by the Library Director who will contact the patron to discuss their concerns and review the library's material selection policy. After the interaction with the Director, if the patron still wants the complaint to go forth, the matter will be discussed by the Library Board of Trustees. The decision of the Board of Trustees shall be final. Requests for reconsideration of materials will only be accepted from Clarendon Hills Public Library (CHPL) card holders or those eligible to get a CHPL card (pays library tax to CHPL).

Material undergoing review within the context of the formal complaint process will not be withdrawn from the collection pending resolution of the process.

The Library Director and Board President will make every effort to expedite all the stages of the formal complaint process, but not at the expense of the day-to-day operation of the library or other pressing issues which may require Board attention. In general, the process could take 2-4 months, as the Board meets monthly and needs at least 1 meeting to review the material in question and 1 meeting to vote. However, at the discretion of the Board President, an extended timetable may be developed for the review of any complaint. Similarly, the Board President may determine the procedures and ground rules to be followed when any request for reconsideration is given a hearing before the Board.

Once a library material has been voted on by the Board, the same title cannot be reviewed before the Board again for a 2-year period.