

## SECTION II A

### MATERIAL 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 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.

In accordance with the recommendation of *Serving Our Public: Standards for Illinois Public Libraries*, the Manteno Public Library District 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 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.

The Manteno Public Library District has adopted a Vision Statement and a Mission Statement based on the needs of the community. In keeping with those stated goals, the library will endeavor to build a collection that strengthens our vision and mission in the community.

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or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.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.

The Manteno Public Library District endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of 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 *ALA Freedom to View Statement* taken from the American Film and Video Association.

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board for the final decision.