

## Section II – Collection Development and Materials Selection Policy

### **Purpose of Policy**

The Manteno Public Library District (MPLD) is dedicated to fulfilling its vision and mission by offering a comprehensive selection of resources in all formats to its community. The MPLD's Collection Development and Materials Selection Policy outlines its approach for selecting, evaluating, enhancing, and maintaining its collection. The MPLD values inclusivity and strives to present a diverse range of viewpoints, cultural representation, and experiences. The MPLD also recognizes the importance of value and space in providing materials that cater to the informational, educational, and recreational needs of all ages. To this end, the collection is thoughtfully curated, emphasizing both quality and quantity while staying within the constraints of budget and space.

### **Responsibility and Authority for Selection**

The overall responsibility for collection development rests with the Library Director who operates within the framework of policies set out by the Board of Library Trustees. Under the guidance of the Director, material selection responsibilities are shared or delegated to trained staff members. The library staff select, evaluate, and remove materials based upon their professional judgement, reputable resources, and their knowledge of the community's needs.

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.

### **Material Selection Criteria**

The staff at Manteno Public Library use their professional judgement and expertise to make informed decisions about material selection and replacement. A variety of sources are considered, including reviews from professionally recognized periodicals, standard bibliographies, book lists by recognized authorities, popular magazines and best seller lists, and patron and staff requests.

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 to each item or source, the following general criteria are considered when selecting materials for purchase:

- Popular Demand
- Value of Information
- Accuracy of information and relation to existing holdings

- Representation of inclusive experiences and diverse viewpoints
- Relevance to Community Interests, Recreational, Educational Interests, and Languages Spoken
- Relevance or timeliness
- Authority of the author in the field
- Representation of Varying Points of View
- Support of school curricula or library programs and initiatives
- Availability of the material from other libraries and resources
- Suitability of the format
- Price, Format or Production Quality
- Space and ease of access

### **Retention and Maintenance of the Collection**

The library's goal is to ensure that its collections remain relevant to the needs of the community. The Library Director or assigned staff are responsible for maintaining the collection by conducting regular collection evaluations. It's important to note that the library is not a repository, and materials are continuously reviewed and removed from the collection when necessary.

While a single standard cannot be applied to each item, qualified library staff will use the following general criteria when materials are considered for removal:

- Physical condition
- Outdated or inaccurate information
- Superseded editions or formats
- Diminished circulation
- Space limitations

### **Intellectual Freedom**

The Manteno Public Library District selects materials in accordance with the guidelines stated by the American Library Association's **Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement**, which are addendums at the end of this policy. The selection of an item in the collection does not constitute an endorsement of its content by MPLD. The choice to read, view, or listen to library materials by library users is an individual matter. Responsibility for the reading materials of children and adolescent's rests with the parents or legal guardians and is not limited by the MPLD.

The MPLD also makes every effort to protect the intellectual freedom of the library user, and shall prevent censorship of library materials, ensuring items are not removed from the collection

merely because individuals or groups object to the material. While a person may reject materials for themselves and their children, individuals cannot exercise censorship to restrict access to the materials by others.

### **Reconsideration of Materials**

If a patron wishes for the Manteno Public Library to reconsider an item that is currently part of the collection, the following steps will be taken:

1. The patron will be provided with a copy of the Manteno Public Library District Collection Development and Materials Selection Policy along with a Request for Reconsideration Form.
2. The patron must complete and submit the Request for Reconsideration Form.
3. Upon receipt of request, library staff will review the item, including the criteria used to select it, its significance in the collection, and the reason for it being added.
4. The Library Director will then evaluate the content and provide a written response to the patron. At this time, no removal or restriction will occur until a decision has been reached.
5. In the event that a patron is dissatisfied with the Library Director's decision, they may appeal the matter to the Board of Trustees.

## Addendums: American Library Association Documents

### **Library Bill of Rights**

<http://www.ala.org/advocacy/intfreedom/librarybill>

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- II. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

### **Freedom to Read Statement**

<http://www.ala.org/advocacy/intfreedom/freedomstatement>

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as

librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can

machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the

comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

## **Freedom to View Statement**

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.