

MATERIAL SELECTION & COLLECTION DEVELOPMENT

I. PURPOSE OF THE LIBRARY

A. Mission Statement

It is the mission of the Warrenville Public Library District to collect, organize and make available the representative records of humanity's actions, concerns and aspirations. It exists for the common good to support a literate and informed citizenry.

B. Roles

The collection will complement the following roles as outlined in the Library's Strategic Plan:

Satisfy Curiosity: Lifelong learning. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Create Young Readers: Early literacy. Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

Succeed in School: Homework help. Students will have the resources they need to succeed in school.

Stimulate Imagination: Reading, viewing, and listening for pleasure. Residents will have materials and programs that excite their imaginations and provide pleasurable reading, viewing, and listening experiences.

Know Your Community: Community resources and services. Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

Connect to the Online World: Public Internet access. Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

Visit a Comfortable Place: Physical and virtual spaces. Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

C. Budget

The collection is maintained within a framework of legitimate budgetary constraints while being responsive to the needs of the community. In accordance

with the recommendations of *Serving Our Public 2.0: Standards for Illinois Public Libraries*, the Library will allocate not less than 12 percent of its operating budget on materials for patrons each year.

II. GENERAL CRITERIA FOR SELECTION

A. “Philosophy of Selection”

The purpose in building a collection is to make available to all people who enter the Library as comprehensive an assemblage of recorded knowledge as possible within the limits of funds available and the needs of the community. The Library recognizes that the needs of the community are of primary importance in selection.

The Warrenville 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 “Freedom to View” statement of the American Film and Video Association.

Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. Children are not limited to materials in the juvenile collection, although juvenile collections are kept together to facilitate use.

III. RESPONSIBILITY FOR SELECTION

The Board of Trustees of the Warrenville Public Library District delegates to the Library Director the responsibility for selection of library materials. However, the Director may delegate to selected staff members authority to interpret and guide the application of the policy in making day to day selections. The Board of Trustees will support selection decisions made by the Library staff when the selection is made in good faith and in accordance with the Library’s written selection policy.

IV. SPECIFIC SELECTION POLICIES

A. FORMAT

1. Materials will be selected in a variety of formats including but not limited to print, audiovisual and electronic media.

2. New formats.

Careful consideration is given to the introduction of new formats to Warrenville Public Library District collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

B. AREAS OF LIMITED ACQUISITION

1. Textbooks. No attempt will be made to supply textbooks; supplemental materials related to various courses of instruction will be collected.
2. Genealogy. Specialized sources will not be supplied; general guides only will be supplied.
3. Foreign Language: Materials will be available in foreign languages, to the extent determined by the Long Range Plan and current demographic studies of the community.
4. Religious Materials. The collection will offer a broad spectrum of information on major religions and religious philosophies. Books and other materials which proselytize, propagandize or foster intolerance toward other religions will not be included in the library collection.
5. Law Materials. The Library will endeavor to supply materials relating to general law subjects designed for the lay populace, not the professional.
6. Medical and Health Materials. The Library will endeavor to supply medical and health materials relating to general medical subjects designed for the lay populace, not the professional.
7. Blind and Physically Handicapped. Any juvenile or adult who cannot read or handle conventional printed matter because of a physical disability is eligible for services of the Homebound Delivery Service, specially selected library resources such as large print or audio books, support services of Interlibrary Loan through the Library System, Talking Books, or special materials supported by the Library of Congress.

C. AREAS OF SPECIAL ACQUISITION

The Warrenville Public Library District through its local and area history collection will preserve literature which documents the history of Warrenville.

D. CRITERIA USED IN MATERIAL SELECTION

Criteria which are used, where applicable, in materials selection are listed below in alphabetical order:

- Appropriate physical format
- Artistic excellence
- Award-winning or “classic” titles
- Contemporary or historical significance
- Current interest
- Curricular enrichment
- Entertaining presentation
- Favorable reviews in reviewing sources
- Inclusion in indexes or bibliographies
- Intended age and reading/listening/viewing level
- Patron requests
- Price
- Relation to other materials held in order to maintain an impartial but comprehensive collection.
- Scarcity of materials on a subject/author/performer
- Subject area and collection development value
- Technical quality
- Value as source/reference materials
- On-site selection/recommended by reputable salesman representing publishing/distributing firms.

E. REVIEW MEDIA USED IN MATERIAL SELECTION

Materials are selected for the Library’s collections based on reviews appearing in standard professional and authoritative trade journals, respected news sources, professional catalogs of the library and publishing world, other refereed bibliographic sources, and recommendations from salesmen from reputable book houses.

V. WITHDRAWAL OF MATERIALS

A. Weeding

The Warrenville Public Library District is not a library of historical record, except in the area of local history. To ensure a vital collection of continued value to the community, books which have outlived their usefulness are withdrawn on a timely basis. Items are withdrawn if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition. Items that are withdrawn from the collection may be sold, donated, recycled, or discarded.

B. Replacement

Replacement of specific materials is not automatic. Possible replacement is considered in relation to several factors including but not limited to current selection procedures, existence of adequate coverage in the collection and demand for a specific title or subject.

C. Duplicate Copies

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

VI. POLICY FOR RECONSIDERATION OF MATERIALS

A. The responsibility of the Library is to serve all residents of the Warrenville Public Library District, not to promote and above all, not to censor any particular political, moral, philosophical, or religious convention or opinion. The Warrenville 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.

B. Residents of the Warrenville Public Library District are encouraged to share their concerns regarding any specific title or item in the Library's collection

District residents wishing to initiate a formal complaint process are referred to the Library Director. If the patron wishes to pursue the process, the Library Director will ask the patron to put the request in writing by completing and signing the Request for Reconsideration of Library Material form.

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the staff including, but not limited to, the selector for the subject area of the item in question and the appropriate Department Head. The committee will review the material and make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration. The Director will inform the Board of Trustees of all requests for reconsideration and their disposition.

In the event that the person who initiated the request is not satisfied with the Decision of the Director, he or she may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Library. On the basis

of this determination, the Board may vote to uphold or override the decision of the Director.

- C. In all cases of requests for reconsideration, 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.

This policy will be reviewed at least biennially according to the Illinois Library Laws.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

AUTHOR: _____

TITLE: _____

FORMAT: _____

PUBLISHER: _____ PUBLICATION DATE _____

Request initiated by: _____

Address: _____

City _____ Zip Code _____

Is this request made on behalf of:

Yourself: _____

Organization: _____ Name of Organization: _____

Have you read/viewed this title in its entirety? _____

What is your objection to the material? (please be specific, i.e. cite pages) _____

Is there anything positive about the material? _____

Please state the reason for your request: _____

Action requested: _____

Have you read the Warrenville Public Library District Materials Selection Policy? _____

Are you aware of the judgment of this material by literary critics or area subject specialists? (Please provide names of reviewers and citations for reviews if known)

Can you recommend material of comparable literary quality or another title that would convey the same perspective of the subject treated?

Date: _____ Signature of patron _____

Date: _____ Received by staff member _____

Library Bill of Rights

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.

III. 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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

Accessed 9/2009 <http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

The Freedom to Read Statement

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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:
American Library Association
Association of American Publishers

Subsequently endorsed by:
American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores

National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of
Free Expression

Accessed 9/2009 <http://www.ala.org/ala/aboutala/offices/oif/statementspols/firstatement/freedomreadstatement.cfm>

Freedom to View Statement

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.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Accessed 9/2009 <http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>