

Section 7.2 MATERIALS SELECTION POLICY

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, and because the community is a conglomerate of individuals, each individual's needs will be considered in conjunction with the majority of the present and potential patronage. A diverse collection is important, but no more so than the individual's selects needs within the whole of the community. An effort is made to include information representing all sides of controversial issues as such material becomes available. The criteria for the selection of controversial materials are the same as for any other materials. Controversial materials have no distinguishing labels and are shelved in the general collection. 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. An open shelf policy will be followed at all times.

7.2:1 Statement of Purpose

This selection policy defines the standards and outlines the responsibility for materials selection for the Matteson Public Library. Within these guidelines, the librarians use their professional judgment to determine the materials, which best meet, the objectives of the Library and the needs of its patrons.

7.2:2 Objectives in Materials Selections

The general objectives in materials selection are to carry out the Library's goals of providing the community with a variety of significant media to meet their informational, educational, and recreational needs.

7.2:3 Responsibility for Selection

Overall responsibility for collection development rests with the Library Director who operates within this framework of policies determined by the Board of Library Trustees. Typically, the Library Director delegates or shares this responsibility with designated members of the staff; however, all members of the staff and patrons may recommend titles for consideration, and recommendations for materials from citizens of the community should be encouraged.

Suggestions for materials to be purchased are always welcome from any Board member or library staff member, and patrons are encouraged to make suggestions.

All requests are given serious consideration, and the patron will be informed of the Library's decision. An attempt will be made to borrow through interlibrary loan any requested item, which is out of print, or that the Library determines does not meet the criteria for purchase.

7.2:4 Criteria for Selection

The general criteria considered in selecting materials include: 1) significance and permanent value to the existing collection, 2) qualifications of author or producer, 3) suitability of subject and style for intended audience, 4) quality of format, 5) currency or

timeliness, if applicable, 6) demand by patrons, 7) price, 8) attention given to the item by reviewers and general news media, 9) availability of materials in other libraries, and 10) technical quality of non-book materials. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

7.2:5 Selection Tools

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly depend on the reviews found in standard sources.

7.2:6 Scope of Collection

Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

7.2:7 Complaints

Strong objection to any library materials must be made in writing according to "Procedures for Handling Complaints about Library Materials" provided at the end of this section. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures as well as forms for registering complaints may be obtained in the department where the material in question is housed, or in the Administration office.

The Matteson Public Library subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

7.2:8 Collection Maintenance

A. 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.

B. Weeding: In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded 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.

A complete weeding of the entire collection is accomplished every five years. Items discarded are plainly marked and may be donated for sale.

7.2:9 Revision of Selection Policy

Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed at least every five years.

7.2:10 PROCEDURES FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS

1. If patrons wish to file a complaint about library materials, Form 1, Complaint About Library materials should be completed. This form stays on file with the Department Head. The Department Head will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
2. If patrons wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out Form II. Request for Reconsideration of Library Materials.
3. When Form II is completely filled out and returned to the library, the appropriate Department Head will review the complaint and the material to determine whether the item should remain or be removed from the collection. The Director should be informed of the complaint and of the decision.
4. The Department Head will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Department Head and Library Director.
5. After an interview with the Department Head and Library Director, a patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, who has final authority.

Adopted September 8, 2003



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Matteson, Illinois 60443-1897

FORM I
COMPLAINT ABOUT LIBRARY MATERIAL

Material: _____

Date: _____

Name: _____

Address: _____

Telephone: _____

Complaint Represents: _____ Individual _____ Organization

Reason for Complaint:

Signature: _____

Took Form II: _____ Yes _____ No

Date Form II Returned: _____



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FORM II
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author: _____

Title: _____

Publisher or Distributor: _____

Request Initiated by: _____

Address: _____

City: Zip code: _____

Telephone: _____

Request represents: _____ Individual Organization, list name Other, list name

1. Have you read or viewed the entire work? _____

If not, what parts? _____

2. To what in the material do you object? (Please be specific; cite pages or sections)

3. What good or valuable features do you find in the material?

4. What do you believe is the theme of this work?

5. What do you feel might be the result of reading or viewing this material?

6. Have you read any reviews of this material? _____

If yes, specify: _____

7. Do you think this material would be more appropriate for a different age group? Please explain:

8. What would you like the library to do about this material?

9. Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? If yes, please specify:

Date: _____ Signature: _____