

LIBRARY SELECTION POLICY

GUIDING PRINCIPLES

The North Judson Wayne Township Public Library endorses the American Library Association's Intellectual Freedom Statements as guiding principles for the selection of materials, maintenance of the collection, challenges to selections, and for related decisions about the accessibility of library materials and services. Specifically the library will adhere to and support the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, and interpretations of the Library Bill of Rights.

PURPOSE

It is the function of the North Judson-Wayne Township Public Library as a public agency to provide materials and information, both print and non-print, for all ages to meet the informational, educational, emotional, artistic and social needs of the community. The purpose of this policy is to guide the library staff in the selection of materials of current significance and lasting permanent value for inclusion in the library collection and selection materials for withdrawal. (Note: Materials not included in the collection, but requested by patrons will be sought through interlibrary loan.)

RESPONSIBILITIES

The responsibility for the selection of library material is vested in the Director and under his/her direction such members of the staff who are qualified by reason of professional education and/or training.

ANNUAL MATERIALS ALLOCATIONS

The annual material budget for the Library is divided into four main categories: Books, Newspapers and Magazines, Non-print, and Electronic Resources. The first three are required by the State Library Standards. For the Library's own use, these categories are further divided by areas of collection and format. The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the Library's total budget. Areas that have not been sufficiently funded in the past, or areas that are totally new may receive extra funds at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's goals and objectives.

SELECTION CRITERIA

Materials are to be selected in accordance with one or more of the following criteria:

1. identified, expressed, or anticipated interest of the people served
2. cost and availability

3. relationship to the existing collections
4. availability of other resources, such as interlibrary loan
5. literary merit
6. reputation and/or authority of the author, editor or illustrator
7. contemporary significance or permanent value
8. format and arrangement
9. scope and authority of the subject matter
10. attention of critics, reviewers, schools in the area, and the media

CATALOGING/PLACEMENT

The classification and grouping of materials within the Library are professional decisions to be made by the Library staff. Classification and grouping include but are not limited to, classifying individual books, arranging displays, identifying reader interest categories, organizing subject collection, and providing materials of interest to adults, young adults, and children in designated rooms or areas.

RECONSIDERATION OF MATERIALS

A patron who wishes to lodge a complaint about a library item or request the withdrawal of a title from the library will be asked to place his/her complaint in writing on the Library's Variance Form (see attachment) and submit a copy to the Director. When a written complaint is filed, the Director will review the complaint and respond to the patron. If the patron is not satisfied with the Director's response, the decision of the Director may be appealed to the Library Board of Trustees

Adopted 1/13/98
Reviewed 6/12/2001
Reviewed 4/13/2004
Revised 6/12/2007
Revised 5/14/2013
Rescinded 4/11/19

VARIANCE FORM

(Please fill out the form in triplicate, thank you.)

NAME _____

ADDRESS _____

PHONE NUMBER _____

AUTHOR _____

TITLE _____

PUBLISHER & PUBLISHING DATE _____

HAVE YOU GONE THROUGH THE COMPLETE ITEM? YES _____ NO _____

WHAT DO YOU FIND OBJECTIONABLE AND WHY? (Use other pages if necessary.)

WHAT DO YOU RECOMMEND TO REPLACE THE MATERIAL? WHERE WAS THE REPLACEMENT REVIEWED OR RECOMMENDED? (Use other pages if necessary.)

LIBRARIAN'S RECOMMENDATION

LIBRARY REVIEWS ON ITEM

LIBRARY BOARD OF TRUSTEES ACTION