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Materials Selection Policy

Introduction

The purpose of the Materials Selection Policy is to guide library staff in their assigned areas of collection development, and to inform the public of the principles that govern the selection of materials and management of the library's collection.

The Evergreen Park Public Library is a member of Reaching Across Illinois Library System (RAILS), System Wide Automated Network (SWAN), and OCLC Worldshare. Evergreen Park Public Library utilizes an interlibrary loan system to meet patrons' material requests when budgetary constraints or limited appeal prohibits addition of these items to the Evergreen Park Public Library collection.

Authority

The responsibility for the Materials Selection Policy governing the management of the library's collection rests with the Library Board of Trustees. The Director (and under his or her direction, additional qualified staff) is responsible for selecting, ordering, maintaining and weeding library materials in accordance with Illinois Library Law. No employee may be disciplined or dismissed for the selection of library material when the selection is made in good faith and in accordance with the written policy.

Criteria for Selection

1. Materials are selected to fulfill the library's mission as established by the Evergreen Park Public Library Board of Trustees. The following criteria serve as guidelines:
 - Authenticity of information
 - Authority of author
 - Patron demands
 - Current and historical significance
 - Relevance to community interest and needs
 - Price and availability
 - Physical features and format
 - Information gathered from critical reviews and selection sources
 - Professional judgment
2. Regardless of selection criteria, the Evergreen Park Public Library is obligated to abide by Illinois Criminal Statutes and so will not purchase or retain in the collection material found to be obscene or harmful to minors by an Illinois court of law.
3. Selection of materials is made on the basis of the values and interests of all the people in the community. The library reserves the right not to purchase items determined to have individual rather than mass appeal. No material will be excluded because of the race, nationality, religion, or political or social views of the author.

4. No titles are excluded from the collection solely because the frankness of presentation might be offensive to some.
5. High interest materials of questionable long-term value are included in the collection and may be withdrawn when interest has declined. Literary merit is not necessarily criteria for high interest materials.
6. Certain types of materials will not be purchased, except when deemed appropriate by the selector, including but not limited to, textbooks and software.

Censorship

1. The Board of Trustees believes that 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.
2. The library selects appropriate materials for each age group. The responsibility of monitoring library material use by minors rests with the parent or guardian. There are no age restrictions on the borrowing of library materials.

Challenge to Library Materials

The Evergreen Park 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. No book or other library material in question is automatically removed from the collection because of an objection to it.

1. If an Evergreen Park resident objects to material in the collection, he will be asked to complete a Material Reconsideration Form. Requests for reconsideration must be in writing. Complaints from reciprocal borrowing patrons will not be considered.
2. The Material Reconsideration Form will be referred to the Library Director.
3. The Library Director will meet with the professional staff in the appropriate department to review the complaint and the original reasons for inclusion of the material in the collection.
4. The Library Director will notify the Board of Trustees of the complaint and the recommendations of the professional staff.
5. The Library Director will respond to the complainant.
6. If the complainant is not satisfied, he or she may appeal to the Board of Trustees.
7. The Board of Trustees may hold a hearing or take other appropriate action.

Gifts

The collection of the Evergreen Park Public Library has been enriched by many donations of books and other materials. The Library is grateful for these gifts and actively seeks gifts from the community.

The decision to include gift materials in the collection is based on this Collection Development Policy, the physical condition of the materials, staff input, the Library's needs, and the Library's facilities to house the materials. Gift materials are integrated into the general collection with a bookplate identifying the donor if applicable.

All honorary, memorial, and monetary gifts for materials are acknowledged. Cash gifts are expended by the Director and/or staff in accordance with this policy, the recommendations of the donor, and the needs of the Library. Receipts for material donations are given upon request with no monetary value assigned. Books and other materials are accepted on the condition that the Library has the authority to make whatever disposition of the materials is deemed advisable in accordance with the criteria applied in this Material Selection Policy. The Library does not accept materials which are not outright gifts. In certain cases, a special contract for maintenance and use of a collection in the Library is entered into between the Library and the party retaining control of the material.

Withdrawal of Materials

The Library's holdings are continually evaluated by the professional staff in order to maintain a useful collection that meets the needs of the community. Decisions for removal are based on accepted professional practices as described in the *CREW Manual*.

Materials from the Library's collection may be discarded, sold, given to local philanthropic, educational, cultural, governmental, or other not-for-profit organizations.

Approved by the Evergreen Park Public Library Board of Trustees
February 10, 2021