

PEOTONE PUBLIC LIBRARY DISTRICT COLLECTION MANAGEMENT POLICY

Purpose

The purpose of the Collection Management Policy of the Peotone Public Library District (PPLD) is to guide the Library staff in their assigned areas of collection management and to inform the public of the principles which govern the management of the Library's collection.

Responsibility of 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 library district 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 by filling out a "Materials Request Form" card at the circulation desk.

Criteria for Selection

1. Materials are selected to fulfill the roles established by the Peotone Public Library District Board of Trustees. The following criteria serve as guidelines:
 - a. Popular demand
 - b. Value of information
 - c. Accuracy
 - d. Relevance to community interests, needs, and languages spoken
 - e. Authority of the author in the field
 - f. Representation of varying points of view
 - g. Price, format or production quality

These criteria are given in no particular order.

2. Selection of materials is made on the basis of the values and interests of all the people in the library district. No material will be excluded because of the race, nationality, religion, or political or social views of the author. The library does not advocate a particular viewpoint, simply because a title was selected for the collection.
3. No titles are excluded from the collection solely because the frankness of presentation might be offensive to some nor because the material might not be suitable for all levels. High interest materials of questionable long-term value are included in the collection and may be withdrawn once they have served their purpose. Literary merit is not a necessary criterion for high interest materials.
4. Fiction is chosen primarily for its presumed popularity with our patrons. Classics, especially those taught in the schools, will also be collected.
5. Nonfiction is chosen for the authoritativeness of its information. It may also be chosen due to the popularity of either its writing style or topical matter. The library does not collect textbooks, unless they are titles currently being taught in the local school districts.
6. Tools used to select include review sources such as: Library Journal, Booklist, Publisher's Weekly, and School Library Journal. Significant mentions in popular media, such as news

shows, as well as mentions in popular magazines and bestsellers' lists, may guide selection for popular titles.

7. When available, all materials which contain a significant amount of information about the library district area written by a resident of the district will be acquired.
8. When budget permits, appropriate suggestions for materials made by registered PPLD patrons will be considered.

Censorship

1. The Board of Trustees believes that censorship is an individual matter and declares that, while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others.
2. The Library selects appropriate material for each age group. Special collections serve the needs and interest of children of preschool, elementary and junior high age.
3. There are not age restrictions on the borrowing of library materials. Selection of material for the adult collection will not be limited by the fact that this collection is widely used by both high school and middle school students, and increasingly by elementary school students. The responsibility of monitoring library material used by minors rests with the parent or guardian.
4. The Library Board of Trustees upholds the principle of the Freedom to Read and declares that whenever censorship is involved, no material will be removed from the library except under the orders of a court of competent jurisdiction. The principles on which this policy is based are expressed in the "Library Bill of Rights", adopted by the American Library Association (ALA), and as amended by the ALA Council, and the following interpretations by the ALA Council: Challenged Materials, Evaluating Library Collections, Exhibit Spaces and Meeting Rooms, Expurgation of Library Materials, Free Access to Libraries for Minors, Restricted Access to Library Materials, and Statement on Labeling, copies of which are incorporated herein or attached.
5. Patrons with complaints concerning specific library materials will be provided with a copy of the Collection Management Policy of the Peotone Public Library District and asked to complete a copy of the "Citizen's Request for Reconsideration of Materials". Upon receipt of said request the Director will review the form and make an appointment with the patron for a consultation regarding the material. Should the consultation not rectify the problem, the Director will bring the matter to the attention of the Library Board of Trustees for their consideration. The complainant must be a PPLD patron in good standing.

Donations

1. Gifts of books and other materials will be accepted periodically by the Library with the understanding that these articles are given unconditionally and become the property of the library. The library reserves the right to add the item to the collection, donate it to another institution or dispose of it in any other manner.

2. Gifts of money, real property, and stocks and bonds are encouraged and are most useful to the library in unrestricted form. Any restrictions or conditions attached to such gifts must apply to the mission and roles of the library and be acceptable to the Board of Trustees.
3. Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, Artifacts, antiques, museum objects and similar materials are generally **not** accepted as gifts by the library. Under certain circumstances the library may accept such a gift if all conditions are approved by the Board of Trustees.
4. The library will not accept any materials which are not outright gifts, nor will the library accept any materials that attach the condition of periodic or permanent display.
5. No valuation or appraisals shall be made by the library staff on any potential or actual gifts to the library. A gift receipt form is available upon request.

Withdrawal of Material

The collection will be periodically examined for the purpose of discarding materials so as to maintain a balanced, timely, and attractive collection.

Materials which no longer meet the stated objectives of the library will be discarded according to accepted professional practices as described in the publication, the CREW Manual. Disposition of all library materials will be at the discretion of the Library Director and designated selectors.

Items may also be discarded if the items become worn, tattered or defaced.

COLLECTION CRITERIA FOR SPECIFIC LIBRARY COLLECTIONS

Sub-sections of the collection are listed in alphabetical order.

Abridgements

In order to preserve the original integrity of the text, as well as the author's intent, print and audio abridgements are rarely considered for the collection. Abridgements or reworking of a plot or character by the original author, or abridgements of classic works intended for children may be considered.

Blind and Physically Handicapped Talking Book Service

Talking book service to patrons with disabilities is provided by the State Library through a system of regional offices. The library will provide referral to the appropriate location.

Electronic Resources

The library offers a variety of authoritative subscription databases and links to Internet websites based on the needs and interests of the community. Selection of the databases and web sites are determined by:

- a. Authority of the publisher/creator
- b. Affiliation of the site with other institutions, sponsors, companies
- c. Comparisons with other resources in both print and electronic format
- d. Currency of information
- e. Purpose of the site and intended audience

f. Technical and design concerns

Foreign Language

The library collects a variety of basic foreign language materials, including print and recordings for children and adults that represent the languages of the community. The library will also provide access to materials from other libraries.

Formats

The Library's collections are composed of a variety of different formats, including books, large print books, graphic novels, periodicals, audio books, movies, videogames and electronic resources (such as databases and downloadable audio and e-books). The library strives to remain current with current technology and will collect in new formats as they become widely adopted by our patrons.

Genealogy

The Library purchases a variety of general guides to help patrons learn how to trace their ancestry. Genealogies of specific families are considered only if the family is of local interest. Staff will provide referral to other libraries and agencies for specific genealogy questions that are beyond the scope of the collection.

Movies

The Peotone Public Library District currently collects DVDs and Blu-Rays of popular feature films, television series, documentaries, instructional videos and other visual media in a manner consistent with patron demand, critical reviews and budget considerations. Library materials are intended to appeal to a wide range of audiences from the youngest patrons to adults. As such, the Library will select from G-rated to R-rated films. Most R-rated DVD's now come with a menu choice to view the unrated version. Unrated films may also be selected among foreign language films. As technology changes, the Library will acquire visual media in prevailing formats.

Video Games

The Peotone Public Library District selects video games based on ratings, patron demand, format and budget considerations to meet the recreational needs of children and teens. The Library collects games rated E (for everyone) through T (for teen). Video game purchases will reflect the current market dominant gaming systems.

Review of Policy

The Collection Management Policy will be reviewed by the Board of Trustees on a biennial basis.

Ratified: April 15, 2014

Last amended: - -

PEOTONE PUBLIC LIBRARY DISTRICT**MATERIALS PURCHASE REQUEST FORM**

Are we missing something? Library users play a very important role in our collection development process. Let us know if there is a specific title and/or subject that you are unable to locate in our library collection. If we are unable to obtain the items you suggest, or if we decide that the items do not meet the Library's needs, you may borrow them through Interlibrary Loan. We generally will not purchase items that are more than 2 years old, or that cannot be obtained through normal library book vendors. Also, please be aware that new titles by popular authors may be announced well in advance but we cannot order them until immediately before publication.

Request Date: _____

Name: _____ Phone _____

Library Card Number: _____

We're sorry, but we will only order books that are suggested by Peotone Public Library patrons with valid cards.

Material:

Title: _____

Author: _____

ISBN/ISSN: _____

Publisher: _____

Format of Material: (check all that apply) Adult _____ Teen _____ Juv _____ Book _____

Book on CD/Tape _____ Magazine _____ Music CD _____ Video/DVD _____ Blu-Ray _____

Other _____

Would you like to be added to the hold list if the item is purchased? Yes _____ No _____

Library Use Only: Staff initials: _____

THE FREEDOM TO READ

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

Library Bill of Rights

The American Library Association (ALA) 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 that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name: _____

Address: _____ Telephone: _____

City: _____ Zip code: _____

Are you a registered borrower of this library: _____

Whom do you represent?

_____ Individual

_____ Organization, list name _____

_____ Other, list name _____

Materials on which you are commenting:

___ Book

___ Video Game

___ Magazine/Newspaper

___ CD

___ Audio

___ DVD

___ Graphic Novel

___ Other

Title: _____

Author/Producer: _____

1. Did you read/listen to all _____, part _____ of the item?
2. Please comment on the resource as a whole as well as being specific on those matters that concern you.
3. What elements of value did you find in the resource?
4. What are your specific recommendations to the library regarding this work? Do you have any suggestions for materials on this subject?

Date: _____

Signature _____

(OFFICE USE ONLY)

Board meeting date: _____

Action Taken: