

21. Materials Selection Policy

A. Responsibility

The Library Director shall have overall responsibility for the selection, acquisition, processing, care, and weeding of all Library materials within the policy limitations set forth herein. Under the Director's supervision, professional staff qualified for this activity will be involved in the selection process. Suggestions from patrons are welcome and are given consideration within the framework of policies determined by the Board of Trustees.

B. Guidelines

1. The Library shall select, acquire, process and make available a collection of books and other materials which meet the educational, informational, occupational, cultural and recreational needs of the residents of Blue Island.
2. In general, the Library shall select items which have received generally favorable reviews in Library selection media, major magazines and newspapers, or specialized periodicals which routinely cover subjects of a technical nature or specialized interest or which have found inclusion in lists of materials suitable for public libraries prepared by reputable authorities. No single standard can be applied in all cases.
3. In the absence of such recommendations, the Library may select on the basis of the reputation of the author or publisher, authenticity, significance, timeliness, accuracy, literary excellence, documentation, or potential usefulness. The Library may also consider expected or actual demand provided that such materials do not fall into the category of items not generally selected (see below).
4. The Library may choose not to select items for the collection under the following conditions:
 - a. The availability of material already in the collection that offers sufficient coverage of the area in question.
 - b. Unsuitable or inappropriate format.
 - c. Materials that require an undue expense to obtain or maintain in relation to the expected demand.

- d. Material that fails to meet substantially the guidelines outlined above, provided that the Library shall not exclude items on the basis of race, creed, color, nationality, or the expressed political or social views of the author.
5. Whenever the Library determines not to obtain an item for the collection that a patron requests, the Library shall offer to provide the item through Interlibrary Loan or other similar cooperative arrangement.
6. Criteria for the selection of non-book materials shall be the same as the general criteria for the selection of books.

C. Withdrawal of Materials

The Library Director shall have the responsibility for the routine removal of Library materials from the collection. Such removal shall take into account the following factors:

1. The physical condition of the item.
2. The availability of other materials in the collection that supersede the item or that otherwise provides similar or better coverage of the area in question.
3. Material that contains outdated or otherwise inaccurate information and which has no other redeeming value.
4. The actual use made of the item based on circulation or similar measure.

Donated materials or material purchased with donated funds shall receive consideration for withdrawal in common with all other Library materials.

Materials purchased with monetary gifts may be withdrawn for the same reasons as other Library materials. A letter is to be written to the donor informing them that the material is to be withdrawn and giving them the option to pick up the book within two weeks. If this is not possible, mark the shelf list card and retain it with other withdrawn cards. (Revised: 10/9/91)

D. Challenged Materials

The Board of Trustees of the Blue Island Public Library affirms its adoption of the *Freedom to Read* statement, the *Library Bill of Rights* and the *Freedom to View* statement.

1. Any patron of the Library or resident of Blue Island who requests withdrawing or restricting access of any material from the Library should present this request and the reasons therefore in writing to the Library Director on the form provided for this purpose. (A copy of this form follows this policy). The Library Director shall respond in writing within thirty (30) days of the receipt of this request and shall notify the Board of Trustees at its next regular meeting.
2. Should the decision of the Library Director be appealed, the Library Board of Trustees shall then evaluate the material on the basis of the criteria for selection as set forth in this policy. The final decision in all such cases shall be made by a two-thirds (2/3) majority vote by the entire Board of Trustees. In the case of absence, any Trustee may register their vote in writing.

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