

# Heyworth Public Library District

## Material Selection and Collection Development Policy

### **Purpose**

The selection of library materials and the maintenance of the collection is central to carrying out Heyworth Public Library's mission to, in part, provide resources to support reading, creativity, cultural activities, and information needs while building a sense of community. The library will provide and maintain a balanced and broad collection of materials in appropriate and varied formats for the use and enjoyment of the community as space and financial considerations allow.

### **Responsibility**

The Director is responsible to the Board of Trustees for the selection of materials and development of the collection. Other staff members, under the Director's supervision, may aid in selection. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law.

### **Guidelines**

The library seeks to maintain a current collection with an emphasis on popular materials and with enough depth to meet the needs of the community. In accordance with the recommendations of *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the library strives to allocate not less than 12% of its operating budget on materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the learning or enjoyment interests of the community.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authoritative sources, including best-seller lists, and the advice of competent people in specific subject areas may be used.

The library keeps the collection vital and useful by retaining or replacing essential materials and by removing, on a systematic and continuous basis, items that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales.

A library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

### **Gift Materials**

Members of the community can support the mission of the Heyworth Public Library through gifts in the form of materials or donations for the purchase of materials for the collection (a gift book or in memoriam). The library's selection guidelines apply to any materials purchased with these funds. The library reserves the right to accept or discard, at its discretion, any donated funds and/or materials.

### **Intellectual Freedom**

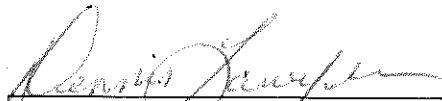
Heyworth Public Library endeavors to build a collection representing varying points of view. Acquisition of materials indicates an endorsement of usefulness only, not of the ideas they contain. The choice of library materials by patrons is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The Heyworth Public Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

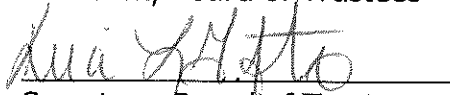
### **Reconsideration of Library Material**

Requests for reconsideration may be made only by registered patrons of the Heyworth Public Library District, and shall be made in writing on a "Comment Form" and given to the Library Director for a written response. Appeals are directed to the Library Board of Trustees for the final decision.

Updated: April 11, 2023

Approved 03/13/2012  
Amended 10/09/2012  
Amended 03/10/2015  
Updated 03/09/2021  
Updated 04/11/2023

  
\_\_\_\_\_  
President, Board of Trustees

  
\_\_\_\_\_  
Secretary, Board of Trustees

**Comment Form for Library Materials**

Title: \_\_\_\_\_

Author/Performer: \_\_\_\_\_

Publisher/Distributor: \_\_\_\_\_

Library Call Number: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a HPLD cardholder? \_\_\_\_\_

Request Represents:

- Individual
- Organization; List name: \_\_\_\_\_

Have you read or viewed the entire work? Circle one: YES NO

If your answer is NO, what parts have you read or viewed?

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

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

What do you believe is the theme of this work?

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

Have you read any reviews of this material? Circle one: YES NO

If your answer is YES, please specify:

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

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

FOR OFFICE USE ONLY

Date form received: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Decision: \_\_\_\_\_ Decision date: \_\_\_\_\_

Date requestor was notified of a decision: \_\_\_\_\_

Signature: \_\_\_\_\_