

NORTHLAKE PUBLIC LIBRARY DISTRICT SELECTION POLICY FOR LIBRARY MATERIALS

STATEMENT OF PURPOSE

The Public Library is a community institution that attempts to meet the informational, cultural and recreational needs of all the community's residents. This role is filled by making available print and non-print materials on all relevant subjects to all patrons.

The Board of this library declares as a matter of selection policy that:

1. Library materials selection is and shall be vested in the library director and, under her/his direction, such members of the professional staff who are qualified by reason of education and training. Any library materials so selected shall be held to be selected by the board.
2. Selection of library materials shall be made on the basis of their value of interest and information to all the people of the community. No library materials shall be excluded because of the race, nationality or the political or social views of the author.

MISSION STATEMENT

The Northlake Public Library Board of Trustees recognizes the responsibility of the Library to render the use of the Library to be of the greatest benefit to the greatest number in the community. This will require broad knowledge of the community and determination to be responsive to all its segments. We recognize the purpose of the Library to provide access to all information and to make use of the information that is of relevance and interest to the community we serve.

GENERAL CRITERIA FOR THE SELECTION OF MATERIALS

1. These are the criteria used in a consistent manner for choosing print and non-print library materials:
 - a. Literary quality
 - b. Value and relevance of information
 - c. Popular demand
 - d. Current or historical interest
 - e. Evaluation in review media
 - f. Inclusion of title in standard bibliographies and indexes
 - g. Maintenance of a well-balanced collection, including materials that present widely diverse points of view, some of which may be unorthodox or controversial
 - h. Curriculum support

2. Selection of materials is influenced by the following factors:
 - a. Budgetary considerations
 - b. Physical limitations of the building
 - c. Availability of materials through RAILS and the interlibrary loan network

SPECIAL COLLECTIONS

It is the intention of the Northlake Public Library to provide services and materials that meet the needs of our very diverse community. To this end we provide unique collections of print and non-print materials designed to meet the informational and recreational needs of our patrons.

MAINTENANCE OF COLLECTIONS

The Library collection will be kept attractive and current by a continual program of repairing, discarding or replacing worn and out-dated materials.

WITHDRAWAL OF MATERIALS

Weeding of the library collection (i.e. the periodic discarding of library materials) is an ongoing process that is necessary to maintain a relevant, well-balanced collection as well as to address the physical limitations of the library building. Materials will be discarded according to accepted professional practice (continuing accuracy, frequency of use, physical condition, and relevance) and will be disposed of at the discretion of the library Director.

DONATION POLICY

The library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection only when they meet the same standards required of purchased materials. Gift materials which do not meet those standards, are out of date, are unneeded duplicates, or are in a format unsuitable for library use may be added to the library's book sale room or be recycled. Whenever a gift is no longer needed or useful, it will be disposed of in the same manner as materials purchased.

We regret that we are not able to use all of the materials donated to the library. Only those materials that meet our selection criteria, enhance the current collection and do not require special handling will be added to the collection. Donations not added to the collection will be disposed of at the discretion of the library Director.

POLICY ON CENSORSHIP

Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, the Northlake Public Library District will not segregate or restrict materials on the basis of controversial subject matter.

Material shall not be removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual District resident or group of residents.

This board believes that censorship is an individual matter and declares that while anyone is free to reject for oneself materials of which one does not approve, one cannot exercise one's right of personal censorship to restrict the freedom of others to read. It is the responsibility of the library to include a broad spectrum of materials, not to exclude materials.

This board also believes it is the responsibility of parents and legal guardians to guide and direct the reading, viewing or listening of their own minor children. The library staff does not and will not assume the role of parent in restricting access of minors to materials and services.

This board adopts and declares that it will adhere to and support these documents adopted by the American Library Association:

1. The LIBRARY BILL OF RIGHTS
2. The FREEDOM TO READ and FREEDOM TO VIEW STATEMENTS
3. The Policy on INTELLECTUAL FREEDOM, all of which are appended to this document

RECONSIDERATION OF MATERIALS

The District believes that people have the right to decide for themselves what is appropriate reading material. Responsibility for the material chosen by children rests with their parents or legal guardians. A patron finding material objectionable may request that the item be reconsidered.

- A. Request for review of any material in the collection shall be made by submitting a "Request for Reconsideration of Library Materials" form to the Library Director.
- B. The request form must be filled in completely.
- C. The complainant must be a resident of the Library District.
- D. The Library Director shall act upon the complaint by establishing a staff committee to review the material and render a decision. The decision shall be forwarded to the complainant in written form. A copy of the written decision together with a copy of the complaint shall be given to the Board of Trustees of the Northlake Public Library District. Final disposition of the matter rests with the Board of Trustees.

Accepted: August 15, 2013