

MATERIAL SELECTION POLICY FRANKFORT PUBLIC LIBRARY DISTRICT

INTRODUCTION:

The Board of Trustees of the Frankfort Public Library District supports the Library Bill of Rights and the American Library Association's Freedom to Read and Freedom to View Statements. (See Exhibits 1, 2, and 3.)

It is the goal of the Frankfort Public Library District to seek to meet the informational, educational, cultural, and recreational needs of the Library user.

The Frankfort Public Library is affiliated with the Metropolitan Library System. In conjunction with this entity, the Library utilizes an interlibrary loan system to meet patrons' requests where budgetary restraints or limited appeal prohibits addition of the materials to the collection.

COMMUNITY SERVED BY THE FRANKFORT PUBLIC LIBRARY DISTRICT:

The Frankfort Public Library District serves, primarily, patrons residing within the Library's boundaries. This area is comprised of a wide range of the socio-economic spectrum and derives its income from diverse sources; from agriculture to suburban-commuter to manufacturing. The Library serves patrons from a wider area through its participation in the statewide and worldwide reciprocal borrowing program.

DESCRIPTION OF LIBRARY PATRONS:

The Frankfort Public Library District maintains an open door policy to all patrons. It serves preschoolers to senior citizens. The Library strives to provide materials of interest to all educational, religious, ethnic, economic and social backgrounds.

BOARD RESPONSIBILITIES:

It is the responsibility of the Board of Trustees of the Frankfort Public Library District to review and approve this Material Selection Policy. The Board is responsible for protecting the rights of the Library user and ultimately answering any and all questions regarding the policy and preservation of an individual's right to know.

In accordance with Illinois Library Law, specific selection, ordering, maintaining and weeding of all library materials shall be delegated to the Library Director.

LIBRARY STAFF RESPONSIBILITY:

The Library Director will delegate selecting, ordering, maintaining and weeding the library collection to the appropriate staff as outlined by the Board of Trustees of the Frankfort Public Library District's Materials Selection Policy. (Under the Library Director's direction, such members of the professional

staff who are qualified by education and training, will participate in selection and weeding of Library materials.)

The collection is designed to meet the needs of the Frankfort Public Library District patrons. It is the duty of the staff to acquire materials which meet these needs even though the materials may present views contrary to the personal beliefs of staff members, Library board members, community organizations, or individuals. 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 this written Materials Selection Policy.

PARAMETERS OF COLLECTION:

The Frankfort Public Library District provides a wide range of services free to all members of its district. To meet the informational and recreational needs of its diverse community, the Library must build and maintain a well-balanced collection of print and non-print materials. All different types of format will be considered when selecting materials, taking into consideration possible future technological advances. It shall be the policy of this Library to provide materials in whatever format will best meet the needs of the community, whether in book form or by electronic means.

STANDARDS FOR SELECTION:

The Frankfort Public Library District policy directs that the selection of books and/or other Library materials shall be made on the basis of their value to interest, enlighten, and inform all people of the Library District. No Library material shall be excluded because of the race, nationality, political or social views of the author.

Selection of materials is influenced by:

1. Anticipation of and response to continuing and changing needs and interests of the community and individuals.
2. Current and historical significance.
3. Professional judgment.
4. Input garnered from critical reviews and selection sources.
5. Budgetary considerations.
6. Credentials of the author.
7. Credentials of the publisher.
8. Timeliness.
9. Patron demands.
10. Other considerations.

The Library staff selects a general representative collection for all ages at a variety of reading levels, but the collection is also attuned to the specific needs of the community. Materials selection sources such as *Library Journal* and *School Library Journal* will not be followed solely. Patron demand still must be considered even if reviews are not favorable. Multiple copies of a title may be purchased if there is adequate patron demand.

GIFTS:

The collection of the Frankfort Public Library District has been enriched by many donations of books, periodicals, and other materials that it would not otherwise have been able to afford or acquire. The Library is grateful for these gifts, and through such programs as Adopt-A-Magazine, Memorials, and Corporate Donations, actively seeks gifts from the community.

The decision to include gift materials in the collection is based on this Materials Selection Policy, the physical condition of the materials, staff input, the Library's needs, and the Library's facilities to house the materials. Gift materials will be integrated into the general collection with a bookplate identifying the donor if applicable. Cash gifts will be expended by the Library Director and/or staff in accordance with this policy, the recommendations of the donor, and the needs of the Library.

All honorary, memorial, and monetary gifts will be acknowledged, and a formal receipt will be given. In the case of other donations, a receipt will be given upon request but no staff member will assign a monetary value to any gift or include such information on a receipt. Books and other materials will be accepted on the condition that the Library Director has the authority to make whatever disposition of the materials is deemed advisable in accordance with the criteria applied in this Selection Policy. The Library will not accept for deposit materials which are not outright gifts, unless a special contract for maintenance and use in the Library is entered into between the Library and the party retaining control of the material.

SALE AND DISPOSITION OF LIBRARY MATERIALS:

The collection of the Frankfort Public Library District will be evaluated as an ongoing process. This is to be a positive activity done in order to find areas that need to be strengthened as well as to identify materials that need to be withdrawn. As all viewpoints on issues are sought, additional materials will be selected to add to the viewpoints already available in the Library.

The Library's holdings are continuously evaluated by the professional staff in order to maintain a useful collection that meets the needs of the community. Outdated and unused materials are withdrawn. Lost books may be replaced if they are deemed to be of further use to the collection.

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

RECONSIDERATION OF LIBRARY MATERIALS:

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Frankfort Public Library does not promote particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Materials Selection Policy in making additions to or deleting items from the collection.

Members of the community are encouraged to bring their concerns regarding any specific titles or items in the collection to the attention of the Library Director in either an informal discussion or through a formal complaint process.

Community members wishing to use the formal complaint process are referred to the appended instructions and procedures regarding reconsideration of library materials. Until this process has been completed, no removal or restriction of material undergoing review shall take place. The decision of the Board of Trustees on reconsideration of material is final.

ADOPTED BY THE FRANKFORT PUBLIC LIBRARY BOARD

Original:	February 11, 1988
Revised:	February 12, 1997
Reviewed:	January 20, 1999
Revised:	February 22, 2001
Revised:	January 23, 2003
Revised:	March 24, 2005
Reviewed:	January 25, 2007
Reviewed:	March 28, 2013

RECONSIDERATION OF LIBRARY MATERIALS

LIBRARY PROCEDURES

Recognizing that a diversity of materials may result in some complaints, the following procedures have been developed to assure that complaints are handled in a timely and consistent manner.

1. The complaint will be immediately referred to the head of the department in which the material is located or to the librarian in charge.
2. The department head or librarian in charge will discuss the complaint with the patron and explain the library selection policy and the "Library Bill of Rights."
3. If the complaint is unresolved, the department head or librarian in charge will provide the patron with a copy of the "Reconsideration of Library Materials: Procedures for Patrons" form and will inform the Library Director immediately.
4. On receipt of the formal complaint, the Library Director will work with library personnel to review the material and respond in writing.
5. The response will be forwarded by the Library Director to the complainant with the information that, on written request, the complainant may appeal to the Board of Trustees.
6. If the complainant so requests, the Board of Trustees will consider the retention or withdrawal of this material as a committee of the whole. The complainant will be notified in writing of the Board's decision.
7. The Board of Trustees ascribes to the principles as stated in the "Library Bill of Rights," the "Freedom to Read Statement," and the "Freedom to View Statement" appended to this policy.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

PROCEDURES FOR LIBRARY PATRONS

Dear Library Patron:

If you wish the Frankfort Public Library to reconsider any book or other material which is in our collection, please do so in a letter to the Library Director addressing the following points:

1. What is the author, title, publisher and date of publication?
2. How was the material brought to your attention?
3. Have you read, viewed, or listened to the entire work?
4. What do you approve of in the work? Please refer to specific pages and paragraphs or timings.
5. What do you object to in the work? Please refer to specific pages and paragraphs or timings.
6. If you would care to recommend a work that will convey as valuable a perspective on the same issue, please include that title.
7. Are you representing yourself or a group? Please include the name of group.
8. Please provide your name, address and phone number.

Following receipt of your letter, the title in question will be reviewed by library personnel and you will be notified of the decision. Following this, you may request that the Board of Trustees review the decision to retain this material or withdraw it from the Library's collection.

Thank you for your interest.

Sincerely,

Pierre Gregoire
Library Director