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| <b>Section 2</b>   | <b>Collection Development and Book Selection</b>                                   |
| <b>Public Policy and Procedure Manual</b><br>Approving Authority: Morris Area Public Library<br>District Board of Trustees | Effective Date: 01/05/2010<br>Reviewed and Revised: 03/07/12, 03/13/23, 03/09/2026 |

# Collection Development and Book Selection

## A. Policy Statement

The Morris Area Public Library District serves residents of the district as well as nonresident cardholders from the surrounding area. Library patrons include adults of all ages as well as children from preschool through senior high.

The authority and responsibility for the selection of library materials are delegated to the library director and, under their direction, to additional staff members who are qualified for this activity. 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. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

## B. Definition and Scope

The Library shall strive to provide an annual materials budget that meets or exceeds [Illinois Public Library Standards](#) and reflects the community's demand for diverse formats and current information. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, electronic media, and other materials that support the Library's mission (i.e. The Library of Things). Each type of material must be considered in terms of its own excellence 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 informational, recreational, or educational interests of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Library staff monitors local trends of popular material holds and requests directly from our community and surrounding area. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used. The Library can not guarantee availability of materials needed for the formal courses of study offered by elementary and secondary schools and by institutions of higher learning.

The library may accept gifts of books, records, and other materials. Such gifts will be added to the collection in accordance with the standards ordinarily used by the library in selections of materials and with the understanding of the donor that items not deemed suitable for the Library's collection will be sold, rehomed, donated, or recycled at the discretion of the Director, or their staff designee. Special collections, such as historical materials, books having more than literary value, or manuscripts, will be accepted by the library only if provision can adequately be made for their care and use. The Library also welcomes monetary gifts, bequests, or memorials so long as their use is not restricted by conditions that would conflict with the standard practices and policies of the library.

The Library seeks to draw upon the collection and resources of the lending consortium. Neighboring libraries and interlibrary loans are used to secure those specialized materials that are beyond the scope of the Library's collection. The library will comply with the borrowing and lending policies set by the lending

consortium.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. When possible, materials removed from the library collection may be made available to the public.

The Morris Area Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the choice of materials borrowed or accessed by a minor rests with the minor's parent or legal guardian. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others. The 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](#). These documents are available in the Appendix.

## **C. Request for Reconsideration**

Feedback from members of the community about the collection or individual items in the collection frequently provides the library with useful information about the community interests or collection needs. The library welcomes expression of opinion by patrons, but will be governed by this Collection Development and Book Selection Policy in making additions to or deleting items from the collection.

Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures.

A patron who wishes to discuss an item in the library's collection may share their concerns with appropriate staff, or be referred to the Department head in which the material is located. The item should be discussed with the patron in relation to the Library's Collection Development and Book Selection Policy and the American Library Association's Library Bill of Rights.

If the patron's concern remains after speaking with the Department Supervisor, the issue may be elevated to the Library Director for further review and response.

If the concern remains unresolved after consultation with the Library Director, the patron may submit a completed "Citizen's Request for Reconsideration of Materials" form to the Library Director. Only patrons who reside within the Morris Area Public Library District may submit a formal Request for Reconsideration.

Upon receipt of the completed form, the Director will review the request and forward it to the Library Board of Trustees for consideration at the next regular Board meeting. The Board of Trustees will review the material and provide a written response to the patron once a decision has been reached. The material will remain in the collection during the entire review process. The request will be reported to the American Library Association's Office of Intellectual Freedom.

A Citizen's Request for Reconsideration of Materials form is available in the Appendix.