

ELMHURST PUBLIC LIBRARY MATERIALS SELECTION POLICY

6.1.1 INTRODUCTION

It is in the public interest for libraries to make available the widest possible diversity of views and expressions. Freedom is meaningless if it is accorded only to the accepted and inoffensive. The freedom to read, hear and view is essential to our democracy. The library will therefore build and maintain a large well-balanced collection of print and non-print materials that reflects a range of viewpoints on a variety of subjects.

The responsibility for the policy governing the inclusion of materials in the Library collection rests with the Board of Trustees. The Board of Trustees of the Elmhurst Public Library endorses the American Library Association's "Freedom to Read" statement, the "Library Bill of Rights", and the "Freedom to View" statement. (3.3, 3.1, 3.4) The Board delegates the actual task of selection to the Library Director and to those professional staff members knowledgeable in each of the various subject areas who choose materials that support the Mission Statement and Vision Statement adopted by the Board of Trustees. 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 written policies.

The Board believes that censorship is a purely individual matter and declares that, while individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view. The Board also believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials.

6.1.2 MISSION STATEMENT

Elmhurst Public Library enriches life in Elmhurst by providing opportunities to explore, learn and grow.

6.1.3 VISION STATEMENT

Elmhurst Public Library will be a place for discovery at the heart of the community. The Library will provide the support and resources for Elmhurst residents to

- develop a love of reading
- access information for work and learning
- pursue interests that will enrich their lives
- understand changes in technology, society and culture
- gather and interact with each other

Adopted 2/15/88; Rev. 7/17/90; Rev. 3/16/93; Mission and Roles rev. and reconfirmed 5/16/95. Rev. and reconfirmed 11/1/8/97; rev. 5/15/01; rev. 1/11/05; Rev. 12/16/08; rev. 1/19/10; 1/18/11

6.1.4 SELECTION OF LIBRARY MATERIALS

6.1.4.1 GENERAL CRITERIA FOR SELECTION

The selection of materials will be governed by the Mission Statement and support the Library's Vision.

6.1.4.2 METHOD OF SELECTION

Due to the vast number of titles published and limitations of budget, space and format, Elmhurst Public Library cannot possibly purchase all materials published. Materials and electronic sources will be selected with consideration for, but not limited to, the following aspects:

- Interest to Elmhurst residents
- Materials as "news"
- Readability and style
- Popularity of the author or performer
- Authenticity of the information
- Authority of the author or publisher
- Physical features and format
- Cost
- Currency of the material or electronic source
- Space to house the material or ease of access if not housed in the Library

Selection policies related to specific collections are covered in detail in the library's Collection Development Policy (6.2).

6.1.4.3 CENSORSHIP

Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, the Elmhurst Public Library will not segregate 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 Elmhurst resident or group of residents.

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6.1.4.4 RECONSIDERATION OF LIBRARY MATERIALS

Elmhurst residents with complaints about library materials shall be referred to a professional librarian or to the Head of the Adult Services Department or Kids' Library depending on the level of the material. Should this discussion not resolve the problem, the individual should be referred to the Library Director to discuss the material.

After discussion with the Library Director, residents who wish to pursue questions about reconsideration of materials in the collection must then prepare a formal written complaint by completing the *Library Material Reconsideration Form* (6.1.4.6 or 6.1.4.7). The Board of Trustees shall be notified of the receipt of all such completed forms.

Upon receipt of a completed form, the Library Director and the professional staff will review the material and make a decision regarding action to be taken. The Library Director shall promptly, by written notification, inform the individual who has raised the question and the Board of the decision which has been made.

In the event that the decision made by the Library Director and the professional staff is not satisfactory to the individual, the individual has the right to present the complaint to the Board of Trustees. This shall be accomplished by written request to the President of the Board asking that the matter be placed on the agenda of a regular Board meeting. The President of the Board shall then schedule this within a reasonable period of time, and shall provide written notice to the requester of the date and time of the meeting at which the Board will consider the matter.

The Board shall review the matter in question and base the final decision concerning action to be taken on the criteria for selection and maintenance of the collection as defined in its official Materials Selection Policy. The person who has raised the question shall receive written notification of the action taken by the Board.

Appendices:

6.1.4.5 Library Materials Reconsideration Form – Print Materials

6.1.4.6 Library Materials Reconsideration Form – Audio Visual Materials

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