

MATERIAL SELECTION POLICY

The selection, collection, and deselection of materials are central to implementing Fondulac District Library's mission. The library strives, within the limitations of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural, and recreational needs of the community.

Selection

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The library supports intellectual freedom and adopts as part of this policy the American Library Association's Library Bill of Rights, and its Freedom to Read and Freedom to View statements, which recognize the right of persons to free and convenient access to information and ideas.

Acquisition of materials indicates an endorsement of usefulness only, not of the ideas they contain. Patrons choice to use library materials is an individual matter. Parents, guardians and/or caregivers, not the Library, are responsible for what materials children access, read, or use and for supervising the use of materials by children. While the library has age restrictions on certain equipment or formats due to relevant replacement costs and/or expertise to operate, the Library does not deny access to written or audiovisual materials on the basis of age due to content.

The Board of Trustees delegates the authority and responsibility for the selection and deselection of library materials to the Library Director. As such, the Library Director is responsible for all materials in the library collections. The Director can share and delegate selection and deselection duties to additional staff who, qualified and using professional judgment, choose and discard items for the library collections within the scope of assigned areas. The Director has the final approval or disapproval of other staff members' selection and deselection choices.

The Library seeks to maintain a current collection with an emphasis on popular materials and with enough depth and breadth 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, and database access. 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.

Selection of materials is accomplished in a variety of ways. Extensive use is made of reviews in professional journals and periodicals. Standard bibliographies, book lists by recognized authoritative sources, including best-seller and award lists, and the expertise and advice of knowledgeable people in specific subject areas may be used. Recommendations by staff and residents of the community are seriously considered.

A variety of factors influence the selection of library materials. These include factors (in no particular order of importance) such as: accuracy of information; interest; authority and reliability of author/illustrator/publisher/producer; demand; value to the existing collection; timeliness; significance of the subject; format; price; professional reviews; literary and technical quality; patron requests; local considerations such as history or authorship; intended audience; subject area development; current interest and popularity; physical features (margins, binding, etc.); availability in the community, nearby, or through interlibrary loan; physical limitations of building; and potential attraction for non-users.

From time to time, the Library Director, in consultation with staff, will determine that a new format is needed. These new formats will be added based on patron need, availability, affordability, ease of upkeep, and general community interest.

Deselection

As materials are regularly added to the collection, ongoing maintenance is necessary to ensure the collection remains useful and in good condition with relevant and up to date information. Part of maintaining the collection is performing regular reevaluation and deselection processes. Materials are deselected due to a variety of factors, including duplicate copies, condition, frequency of circulation, old editions, outdated information, outdated or trivial topics, and space limitations. Staff will perform deselection on a continual on-going basis. Materials removed from the collection may be discarded, recycled, or donated, depending on the specific item.

Gifts

The library accepts donations of books, movies, CDs, magazines (including gift subscriptions), and other materials with the understanding that they may or may not be added to the collection. The same principles of selection used for purchases will be applied to gifts. When gifts cannot be used, the library may at any time discard them in any way it sees fit.

Cash gifts for the purchase of memorial books are accepted with the understanding that selection will be made by the Director or designated staff in consultation with the donor.

Citizen's Opinion Concerning Specific Library Material

A Citizen's Opinion Concerning Specific Library Material form is available at the library service desks as part of this policy and may be submitted only by current residents and/or cardholders of Fondulac Public Library District for consideration.

Once completed in full, the form should be mailed to the library, hand delivered to a staff member at the library, or emailed to the Library Director. After the form is received by the Director, the Director will review the material. The Director may discuss with staff members their original selection decision. The Director will then present a recommendation to the Board of Trustees for their final decision. The Board's decision related to a specific title shall remain in effect for a minimum of three years, and the library will not review or take any action relative to the same title for a period of three years from the Board's decision. For patrons that need accommodations, staff is available to assist in preparation of the required form. To ensure staff availability, an appointment for assistance may be required.

Reviewed: 1/26/97, 2/23/98, 2/22/99, 1/31/00, 2/25/02, 2/24/03, 10/27/08

Revised: 11/29/21, 5/23/22, 11/27/23

Citizen's Opinion Concerning Specific Library Material from Fondulac District Library

Type of Material (select one): <input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> Sound Recording <input type="checkbox"/> Audiobook <input type="checkbox"/> Movie/Video <input type="checkbox"/> Other (Specify): _____
Title:
Author:
Publisher:
Date of Publication/Production:
Request initiated by:
Name:
Address:
City, State, Zip:
Telephone:
Email:
Do you represent? (select one): <input type="checkbox"/> Yourself <input type="checkbox"/> An Organization (Specify): _____ <input type="checkbox"/> Other Group (Specify): _____
Are you a current resident and/or cardholder of Fondulac Public Library District? <input type="checkbox"/> Resident of district <input type="checkbox"/> District Cardholder <input type="checkbox"/> Neither

To what in the work to you object? Please be specific; cite pages or sections, for example.

Did you read/listen/view to the whole work? (Select one.) Yes No

If not, why not?

What parts did you read/listen to/view?

What do you believe is the theme of the work?

Have you read, listened to, or viewed a review of this item? Please list the reviews and sources that agree with your opinion.

What positive features do you find about this item?

What item of value would you recommend that would convey a similar perspective/theme of the subject matter treated?

What do you think might be the result of reading/listening to/viewing this work?

Please read the attached Library Bill of Rights, Freedom to Read, and Freedom to View statements. The library supports these principles set forth in these documents. Do you feel your request is in conflict with these documents?

(Select one.) Yes No

If Yes, please explain why your request outweighs adherence to these principles.
If No, why not?

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

Signature:

Date:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the

constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by: American Library Association, Association of American Publishers

Subsequently endorsed by: American Booksellers for Free Expression, The Association of American University Presses, The Children's Book Council, Freedom to Read Foundation, National Association of College Stores, National Coalition Against Censorship, National Council of Teachers of English, The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council