

## **610 / Materials**

### ***Materials Selection Policy***

The Villa Park Public Library provides equal access to materials and resources to meet the cultural, educational, informational, and recreational needs of the community. The library serves as a community information and activities center and supports the lifelong learning and leisure needs of residents of all ages. To fulfill these functions, the library will acquire materials in print, non-print, and electronic formats to serve individuals and groups in the community.

The Board of Library Trustees shall establish, and regularly review at least biennially, a written policy for the selection of library materials and online resources and the use of library materials and facilities. 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 this section. (75 Illinois Compiled Statutes 5/4-7.2)

The library will buy for a broad spectrum of users those materials which are expected to appeal to their anticipated audience. The variety of tastes, interests, and reading abilities of the library's public will guide the selection of materials; no single standard of quality will be applied arbitrarily in the selection of these materials.

It is understood that the library is affected by financial and spatial constraints. The library's collection is intended to be representative rather than comprehensive, relying for depth of coverage on other libraries to which it has access through interlibrary loan. With this understanding, it is beyond the general scope of the collection to provide materials of a highly technical or specialized nature. The library encourages and appreciates the donation of materials to the library. These items may be used for the library collection, as giveaways at events and in Little Free Libraries, available for a donation in the "book nook", or sent to a book recycler service. (see Related Policy 620, *Gifts and Bequests*)

In building the collection, the Library Director and staff will concentrate on selecting materials which have value for meeting the needs of users. The concept of balance will be applied within subject areas so that materials of varying degrees of complexity and responsible differences of opinion on controversial issues will be represented.

The non-print collections exist to supplement and complement the print and electronic collections, but the print collections will receive the most emphasis in regard to the library's collection development.

The library subscribes to the "Library Bill of Rights" and the "Freedom to Read" and "Freedom to View" statements of the American Library Association. In the selection of controversial materials, proper consideration will be given to user demand. No material will be excluded solely because it might contain language and/or subject

content offensive to some users. The presence of material in the library's collection does not imply either acceptance or advocacy of the author's point of view, much less approval of the writer's style. The final responsibility for materials selection rests with the Library Director. Authority to select for the various departments is delegated to the respective staff members in accordance with this materials selection policy.

Complaints against individual titles or requests for the removal of individual titles in the library's collection will be considered by the Library Director, if such complaints are in writing and signed by the patron. Complaints should be submitted on the library's form titled "Statement of Concern About Library Resources" and complainants must fully identify themselves. No action will be taken until the Library Director has had the opportunity to examine the title in question. If necessary, in the judgment of the Library Director, the Board of Trustees will be consulted.

See Related Policy140 *Privacy and Confidentiality of Patron-Identifiable Information*

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