

Materials Selection Policy

Mission Statement:

The mission of Malta Township Public Library is to enhance community life and development by informing, educating, entertaining, and providing cultural enrichment to all people of all ages via a community oriented environment and continuous collection of information to address the diverse interests, needs and experiences of the community.

Vision Statement:

The staff and board members of Malta Township Public Library work to meet the changing needs of patrons, assuring easy access, comfort, and convenience of use by updating materials, enhancing services, and expanding programming in a manner consistent with our commitment to excellence.

Library Bill of Rights:

In its efforts to fulfill the mission and vision statements as outlined in the library's long range plan dated August 10, 2004, the Malta Township Public Library Board of Trustees endorses, in full, the "Library Bill of Rights" (Appendix 2.4) from Serving Our Public: Standards for Illinois Public Libraries, Revised Edition as outlined by the American Library Association and affirmed by the Illinois Library Association, the Illinois State Library and the Prairie Area Library System.

Freedom to Read:

In its efforts to fulfill the mission and vision statements as outlined in the library's long range plan dated August 10, 2004, the Malta Township Public Library Board of Trustees endorses, in full, the "Freedom to Read Statement" (Appendix 2.5) from Serving Our Public: Standards for Illinois Public Libraries, Revised Edition as outlined by the American Library Association and affirmed by the Illinois Library Association, the Illinois State Library and the Prairie Area Library System.

Selection of Materials:

In keeping with the library's mission and vision statements, materials in varying formats will be selected carefully and judiciously, taking into account:

1. Expressed or anticipated needs and wants of library patrons.
2. The library's existing collection
3. Reputation and talent of the author(s)
4. Reviews in established library journals and other media
5. Award winning and/or classic titles
6. Popular demand
7. Interlibrary Loan availability
8. Materials budget
9. Publication date

It is the responsibility of the Library Director to oversee material selection.

Weeding and Replacement:

Materials will be weeded based upon the criteria set forth in Serving Our Public: Standards for Illinois Public Libraries, Revised Edition.

Materials qualify for removal if they are:

1. Worn through use
2. Outdated
3. Inaccurate
4. No longer being read by Malta Library patrons (e.g. three years since last checked out)
5. Multiple copies of titles no longer in high demand

Gift Materials:

The Malta Township Library accepts gifts of materials with the understanding that they will be added to the collection when and if they meet the fulfillment of the library's mission and vision statements, and only when they meet the standards of normal selection.

Gifts and donations become the property of the library, and used at the discretion of the Director. Materials not added to the library's collection may be placed in the used books sale, forwarded to prison libraries, Safe Passage, Hope Haven, other public libraries.

Donated materials should be in new or gently used condition. Items that are dirty, mildewed, written in or have a strong odor will be discarded. The library does not accept old textbooks, encyclopedias, magazines, or book club collections.

Protection of Public Interest:

Since Malta Township Library is a tax supported institution, any citizen has the right to question the inclusion or exclusion of any title in the library's collection. Procedures have been established which will insure serious consideration of any request for removal or restriction of any item on the library's shelves. However, until such an examination has been made, and a decision reached by the Library Board of Trustees, no such removal or restriction shall take place.

Since all political, religious, and social opinions should be represented in a public library, no group or individual will be permitted to impose a partisan emphasis upon the library's collection. Frankness of language or a wide-spread and contemporary phenomenon, will never, in itself, be considered sufficient justification to remove or restrict library materials in any format.

Procedure for Challenge:

Anyone has the right to question the inclusion or exclusion of any title in the library's collection. The individual should request a "Patron's Request for Reconsideration of Work" form, fill out such form and return the form to the Library Director.

The Director will bring the matter to the Board of Trustees and a committee will review the challenge. Consisting of two appointed library board trustees, the library's director and one library staff member, the committee will meet in keeping with the Illinois Open Meetings Act, which will be open to the public. The committee's recommendation will be brought before the full Board of Trustees, and a decision will be made in keeping with the American Library Association's "Freedom to Read Statement" and Malta Township Library's selection policy.

Employee Discipline:

Pursuant to Illinois law, 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 policy.

**American Library Association
Library Bill of Rights; Appendix 2.4**

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space 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.

American Library Association
Freedom to Read Statement, Appendix 2.5

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
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.
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.

PATRON'S REQUEST FOR RECONSIDERATION OF WORK

(Attach extra pages if needed to complete statements.)

Author, composer, producer, artist, etc. _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

Email address _____

Complainant represents: himself/herself

Organization or group (name) _____

1. To what in the work do you object? Please be specific, citing exact parts: _____

2. What of value is there in this work? _____

3. What do you feel might be the result of reading, viewing, or listening to this work?

"We're more than books."

203 East Adams Street, P.O. Box 54
Malta, IL 60150-0054
Phone: (815) 825-2525
Fax (815) 825-1525

4. For what age group would you recommend this work? _____

5. Did you read, view, or listen to the entire work? _____

If no, what pages or section did you read? _____

6. Are you aware of the judgment of this work by critics? _____

7. What would you prefer the library do about this work? _____

8. In its place, what work of equal value would you recommend that would convey a valuable a picture and perspective of a society or set of values? _____

Signature of Complainant _____ Date _____

Date received at library _____