Kewanee Public Library District
MATERIALS SELECTION POLICY

Introduction

The Kewanee Public Library District serves the city of Kewanee and a small rural area whose residents represent broad educational and socio-economic levels. As a community institution, the library is dedicated to serving individuals and groups of all ages, working actively to introduce library materials to as many people as possible. In a world in which change is rapid and pervasive, the public library is guided by a sense of responsibility both to the present and the future in adding materials which will enrich the collection and maintain an overall balance. The library will build and maintain a large, well-balanced collection of print and non-print materials in a variety of formats.

Mission Statement

Kewanee Public Library District exists to serve and enrich the lives of the community.

Vision Statement

Kewanee Public Library District will provide access to and help in using library resources for information, education, business, and pleasure.

Self-education and Enlightened Citizenship

The best method for a library to encourage continuous self-education and enlightened citizenship is to provide the tools which encourage their growth. Self-help materials are provided to meet high community interest in self-improvement. Technical materials are slanted toward the general reader rather than the specialist.

Realizing that a democracy cannot operate in a vacuum, the library does not avoid the controversial but endeavors to present adequately all sides of an issue. However, we cannot purchase, nor should we be obligated to purchase all materials on every subject. We apply the normal selection criteria to materials in each area and select those most applicable to identified needs.

Responsibility

The responsibility for the policy governing the inclusion of materials in the library collection rests with the Board of Trustees. Selection is delegated to qualified library staff that choose materials which fit within the following guidelines and the American Library Association’s Bill of Rights and Freedom to Read statement.
Sharing

The Kewanee Public Library District is firmly committed to fulfilling its obligations as a member of the RAILS Library System and Resource Sharing Alliance by responding to interlibrary loan and reciprocal borrowing requests. The library is also interested in promoting cooperative programs with other libraries. The library’s primary goal is to share its resources in every possible way.

Selection Criteria

The library provides a resource where individuals can examine issues freely and formulate their own conclusions. We seek to present sound, factual data and honest expressions of opinion on all sides of controversial issues of public importance. The library does not promulgate particular beliefs or views. Materials are selected without regard as to whether they agree or disagree with the opinions of any or all members of the library staff and Board of Trustees on the merits of the question at issue. Once accepted, materials are not labeled or otherwise marked so as to prejudice a reader in advance as to its merits.

The library is aware that one or more persons may take issue with the selection of any specific item, and welcomes any expression of opinion by patrons. However, the library does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under the guidance of the policies expressed herein.

To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following guidelines. An item need not meet all of the criteria in order to be acceptable.

- Overall purpose.
- Reputation of the author – whether or not that author’s work is read and requested.
- Timeliness – materials on issues of current interest are purchased if timeliness gives them relevance and importance.
- Popular demand – demand is a valid factor. Best sellers are usually selected as soon as they reach best seller lists in order to be of value in meeting popular demand.
- Reviews in selection aids found in professional, literary, specialized, and general periodicals.
- Reputation of the publisher.
- Accuracy.

Selection for Adults

The aim of the library is to provide the adult public with materials needed for general reading, reference, and recreation.
Selection for Young Adults

Young adult readers are defined here as readers age thirteen through eighteen. Materials selected for them vary in content and reading difficulty.

Selection for Children

Fiction is provided for a wide range of interests and reading abilities, including picture books, easy-to-read books and stories for children through eighth grade.

Nonfiction must be accurate, informative and current and is selected in as wide a range of reading levels as possible. Books on human physical development are carefully selected based on scientific accuracy, presentation, and recommendation in selection aids. Works of specific religious teaching or practice are not purchased.

Paperbacks

The library purchases paperback books that serve to supplement and extend the hardbound collection. The aim in paperback selection is to provide popular material of general interest. Paperbacks may also be purchased and cataloged for the following reasons.

- The title is in heavy demand.
- The title is out of print or otherwise unobtainable in sturdier format.
- The title is original never having appeared in any other format.
- The title has only occasional or temporary interest.
- The title in hardbound format is expensive and the paperback will fill the need suitably.

Large Print Books

The library purchases books in the large print format in order to serve the needs of a growing segment of its constituency. The same selection criteria are applied to large print books as for all other books.

Basis for Exclusion

The library reserves the right to exclude materials that it judges to have been written purely to appeal to a taste for sensationalism and/or pornography. However, a serious work that illuminates some problem or aspect of life will not be excluded because its language or subject matter may be offensive to some readers.

Controversial Works

The library recognizes that many materials are controversial and that any item may offend some patrons. The library does not practice censorship. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work.
in relation to building the collection and to serving the interests of patrons.

If any title in the collection is criticized or questioned by individuals, organizations or librarians within the Kewanee Public Library District, the form “Request for Reconsideration of Materials” may be filled out. Written requests for reconsideration will be evaluated by members of the library staff in light of the Selection Criteria and final determinations will rest with the Library Director and the Library Board of Trustees. A letter of explanation will be sent as promptly as possible to the person or organization concerned.

Responsibility for the reading of children rests solely with their parents and legal guardians. Selection will not be inhibited by the possibility that controversial books may come into the possession of children.

The Kewanee Public Library District Board of Trustees accepts and upholds the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement (appended).

**Gifts**

The Kewanee Public Library District accepts and encourages gifts of materials and funds for the purchase of materials. Unrestricted monetary gifts permit the most flexible use for enriching the collection; however funds are welcomed for the purchase of specific items consistent with the Selection Criteria as well as for the acquisition of materials recommended by the library staff.

Materials given to the library are evaluated by the same standards as purchased materials. It is explicitly understood that such factors as duplication, lack of community interest, outdated knowledge, processing cost, inadequate housing or other factors may prevent the addition of gifts to the collection or their permanent retention and that, if the library cannot use them, it may dispose of the gifts in any appropriate manner.

The library does not appraise gifts, but will, upon request, provide a written acknowledgement of gifts.

The library frequently receives sums of money for the purchase of materials in memory of a family member, friend, or co-worker from individuals or organizations. A memorial gift plate is placed in books and they are integrated into the general collection.

**Replacement**

When materials are withdrawn due to loss, damage, or wear, the library considers several factors before attempting to replace the items:

- The extent of the present library collection on the subject;
- The historical value of the material;
- The indexing or listing in a standard library tool;
- The amount of public interest in the subject.
Evaluating, Weeding, and Discarding

The library maintains an active discard practice based on evaluating the datedness of materials, frequency of circulation, community interest and eliminating unnecessary items, duplicated, and worn or mutilated copies. The library will not withdraw an item simply because it is challenged or because a patron wishes to purchase it.

Electronic Resources

Electronic resources, proprietary as well as free resources, are provided to increase the depth of the collection. Web resources, including free web resources, must meet general collection development and selection criteria. Because of the special nature of the web, they are also evaluated according to one or more of the following additional criteria:

- Ease of use
- Timeliness of updates
- Licensing restrictions and remote access
- Hardware and software requirements
- Space allocation needs
- Technical support and training

The Kewanee Public Library District website is an online source of information. Links to free Internet sites are provided to help users find information resources. While the sites listed are recommended, the Library District does not control their content. The Library District can provide no warranty as to the accuracy, value or appropriateness of information found on any particular website. Users of the Library District website access the Internet at their own discretion and are responsible for any access point they reach. Sites are not added upon request. It is not intended that the listing of the sites open up the Library District’s website as a full or partial public forum.

Evaluation criteria specific to free websites:

- Personal web pages are not selected by the Library District
- Sites originate from a responsible source – author and affiliation clearly stated
- Material current and updated as needed
- Site well organized and easy to navigate
- Advertising clearly differentiated from, and not overwhelming, content of site
- Graphics and visual effects load quickly
- Free of excessive pop-ups

Adopted 10/8/2018
Request for Reconsideration of Materials

Date __________________
Name ________________________________________________________________
Address ________________________________________________________________
Telephone ______________________

Author ________________________________________________________________
Title ________________________________________________________________

To what in the item do you object? (Be specific; cite pages, etc.)

What do you feel might be the result of reading/viewing this item?

For what age group would you recommend this item?

Is there anything good about this item?

Did you read/view the entire item? _______ if not, what parts did you read/view?

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

Signature _______________________________________ Date _________________