

OPERATING POLICY

COLLECTION DEVELOPMENT POLICY

Materials Selection

Criteria for Selection

The criterion for selection of materials for the Library's collection is to make available books and other materials that will meet the educational, informational, cultural, and recreational interests and needs of the people of La Grange.

1. The responsibility for the policy governing the inclusion of materials in the library collection rests with the Board of Trustees.
2. The task of selection has been delegated to the Library Executive Director as well as staff who have been trained and educated in collection development. They choose materials which fit within the Collection Development Plan guidelines and the American Library Association's Freedom to Read Statement and the Library Bill of Rights (appended).
3. Staff members, under the direction of the Library Executive Director, use a variety of resources to select materials for the collection such as professional journals and requests from patrons.

Gift of Books and Library Materials

Gifts of print or non-print materials are accepted by the La Grange Public Library with the understanding that if the materials cannot be used in the Library collections, they will be made available to other libraries or institutions or disposed of in the best interests of the La Grange Public Library.

1. If the title is already in the collection, it will be added only if it is in good condition, if a duplicate is needed, or if copies need replacement and the title has not been superseded.
2. If the title is not in the collection, it will be evaluated on the following points: (1) currency and reliability of information; (2) adequacy of the Library collection in the subject field or the author's work; (3) historical value; (4) local interest.
3. Generally, collections of books cannot be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general Library collections.
4. The Library's materials selectors are the sole authority of placement in the collections.

The La Grange Public Library will not assign a value to any gift material. However, the Library staff receiving the materials will always offer patrons a receipt.

Withdrawal, Replacement and Duplication

1. The La Grange Public Library cannot, because of space limits, become a library of historical record except in the area of local history. To ensure a vital collection of continued value to the community, materials which have outlived their usefulness are withdrawn.

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2. The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users.
Continued evaluation is closely related to the goals and responsibilities of the Library and is a valuable tool of collection development.

Contested Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The La Grange Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by customers, but will be governed by this Collection Development Policy in making additions to or deleting items from the collection.

While the selection of materials appropriate to the needs of the community is one of the basic duties of the professional library staff and of the Library Executive Director, it is recognized that a member of the community may find an item personally objectionable. La Grange residents and taxpayers are encouraged to bring their concerns regarding any specific title or item in the Library's collection to the attention of the Library Staff in either an informal discussion or through a formal complaint process. The Library shall resist abridgment of free expression and free access to ideas. The responsibility for children's reading materials rests with their caregivers and the selection of materials will not be inhibited by the possibility that they may inadvertently come into the possession of children.

La Grange residents and taxpayers wishing to use the formal complaint process will be referred to the form appended to this policy, entitled "Request for Reconsideration of Library Material."

Following the receipt of a Request for Reconsideration of Library Material, the Library Executive Director will appoint an ad hoc committee of staff including, but not limited to, the selector for the subject area of the item in question and the Access Services Manager to review the material in question. The committee will make a written recommendation to the Executive Director who will then make a decision regarding the disposition of the material. The Executive Director will communicate this decision in writing to the person who initiated the request for reconsideration. The Executive Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition by the next regularly scheduled Board meeting.

In the event that the person who initiated the request is not satisfied with the decision of the Executive Director, they may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when

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they may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the La Grange Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Executive Director.

Freedom to Read Statement

1. It is contrary to the public interest for the Board of Trustees or Library Executive Director to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.
2. It is the responsibility of the Board of Trustees and the Library Executive Director, 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.
3. It is the responsibility of the Board of Trustees and the Library Executive Director to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of affirmative responsibility they can demonstrate that the answer to a bad idea is a good one.

Library Bill of Rights

1. The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.
2. 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.
3. 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.
4. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
6. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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7. 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.

Non-Removal of Challenged Library Materials: an interpretation of the Library Bill of Rights

WHEREAS, the Library Bill of Rights states that no library materials should be proscribed or removed because of partisan or doctrinal disapproval, and

WHEREAS, Constitutionally-protected expression is often separated from unprotected expression only by a dim and uncertain line, and

WHEREAS, any attempt, be it legal or extra-legal, to regulate or suppress material must be closely scrutinized to the end that protected expression is not abridged in the process, and

WHEREAS, The Constitution of the United States requires a procedure designed to focus searchingly on the question before speech can be suppressed, and

WHEREAS, the dissemination of a particular work, which is alleged to be unprotected should be completely undisturbed until an independent determination has been made by a judicial officer, including an adversarial hearing,

THEREFORE, BE IT RESOLVED, That the Board of Library Trustees of the Village of La Grange declares as a matter of firm principle that no challenged library material should be removed from any library under any legal or extra-legal pressure, save after an independent determination by a judicial officer in a court of competent jurisdiction and only after an adversary hearing, in accordance with well-established principles of law.



10 West Cossitt Avenue
La Grange, IL 60525
lagrangelibrary.org 708.215.3200

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Are you a La Grange resident or taxpayer? _____

Address: _____

City: _____ State: ____ ZIP: _____ Phone: _____

Complainant represents:

Self

(Name of organization): _____

Other (Identify the other group): _____

1. To what in the work do you object? (Please be specific; cite pages, etc.) _____

2. What do you feel might be the result of a patron's exposure to this work? _____

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

4. Is there anything good about the work? _____

5. Did you examine the entire work? _____

6. If you did not examine the entire work, what parts did you examine? _____

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

8. What do you believe is the theme of this work? _____

9. What would you like your library to do about this work? _____

10. What work of equal quality would you recommend in its place that would convey as valuable a picture, perspective, and treatment of the subject?

Signature of Complainant: _____ Date: _____

[Your completion and signing of this form identifies you with specific library materials. As such, the information you provide in completing this form will be kept confidential by the La Grange Public Library.]

Staff member receiving request: _____ Date: _____

[Staff member will send the original to the Library Executive Director and give a copy to the complainant.]