



MATERIALS SELECTION POLICY

Purpose

This policy was created to inform the public of the criteria that staff use when developing the materials acquired on behalf of the library. Staff are curators of the collections and are charged with ordering, evaluating, and discarding all items in a responsible and methodical manner. The goal of selectors at the La Grange Park Public Library is to provide current and in-demand materials to the public on a variety of topics and to maintain accessible, desirable, and relevant collections.

Mission Statement

The Board of Library Trustees of the La Grange Park Public Library has adopted the vision: “Enriching Lives” and the mission statement: “The La Grange Park Library is a welcoming and inclusive community center connecting residents to informational, cultural, and educational resources.” This overall mission guides the selection of materials and the development of library services.

Additional Statements

The La Grange Park Public Library supports and adopts the following statements:

[The Library Bill of Rights](#)

[The Freedom to Read Statement](#)

[The Freedom to View Statement](#)

Responsibility for Selection

Responsibility for materials selection rests with the Executive Director who operates within the framework of policies determined by the Board of Library Trustees. At the discretion of the Executive Director, qualified staff members may participate in the selection of library materials. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

Criteria for Selection

- **Format:** Materials will be selected in a variety of formats including, but not limited to, print, audiovisual, and electronic media.
- **Merit:** Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy informational, recreational, cultural, or educational interests of the community. Relevance to community interests and needs; current or historical significance; number and nature of requests from the public; need for additional or duplicate materials in the existing collection; availability of materials through interlibrary loan via the library’s membership in the SWAN system or through OCLC; budgetary considerations; and physical limitations of the building are also factors considered in the selection of materials.
- **Tools:** Reviews in professionally recognized periodicals and electronic resources are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities, including bestseller lists



and the advice of competent people in specific subject areas also will be used. Patron suggestions and requests are given considerable weight when determining what to buy.

De-selection

The library keeps the collection vital and useful by retaining or replacing essential materials and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. The following criteria may be used to determine whether an item will remain in the collection or be withdrawn.

- Duplicate copies of popular materials are withdrawn when they are no longer in demand
- Materials in poor condition are withdrawn or replaced as needed
- Materials which have low circulation are withdrawn
- Materials are withdrawn as their information becomes outdated or superseded

Gifts

The La Grange Park Public Library gratefully accepts gifts of books and other materials with the understanding that they will immediately become the property of the library and cannot be returned to the original owner. The library reserves the right to sell or otherwise dispose of gift materials not added to the collection. For additional information on gifts to the library, patrons should reference the library's [Gifts Policy](#).

Requests for Reconsideration of Library Material

La Grange Park Public Library cardholders desiring reconsideration of any materials should complete the *Request for Reconsideration of Library Materials Form* attached to this policy. As a result of lodging a written objection, the patron loses her/his right to privacy protection. Confidentiality of library records is waived as to the materials described in the objection.

All requests are taken seriously and will be fully investigated by library staff. The person making the request will be notified in writing of the staff's decision to remove, reclassify, or retain the item in question within seven (7) business days of the date of request.

If the patron is not satisfied with the staff's decision, a written appeal may be made to the Board of Library Trustees. The appeal and all written documentation supporting the appeal should be delivered to the Executive Director at least five days before the next regularly board meeting. The Board of Library Trustees shall consider the appeal in open session, and will attempt to complete its findings and reach a decision at the meeting.



Request for Reconsideration of Library Materials Form

For staff to take action on a request for reconsideration, all sections of this form must be completed in full.

Book Periodical Movie Music CD Other:

Title _____ Author/Artist _____

Publisher _____ Copyright Date _____

Patron Name _____ Email/Phone _____

Address _____

1. What brought this work to your attention?

2. Have you examined the entire work? Yes No

3. Please comment on the work as a whole, as well as being specific on those matters that concern you (cite pages, paragraphs, track, time code, etc.).

4. Are you aware of any reviews or critiques (e.g. reviews, editorials) of this work? Please list:

5. Is there a resource you suggest to provide additional information and/or other viewpoints on this topic? Please list:

6. What would you like the library to do about this work? Remove Reclassify Other:

7. Do you officially represent a group or yourself? Self Group

If a group, please name:



Additional comments:

Notwithstanding the fact that you are entitled to confidentiality with respect to all library materials, by signing this objection, you are identifying yourself with the materials cited in the objection and are, thereby, waiving your right to confidentiality as to those materials cited in the objection.

Your signature _____ Date _____

FOR OFFICE USE

All original copies will be retained by the La Grange Park Public Library District. Photocopies and digital copies may be directed to the person completing the form.

Signature of staff receiving request:

Date request is received:

Signature of person sending response:

Date response is sent: