

## **Parlin-Ingersoll Public Library** **Collection Management and Selection Policy**

The mission of the Parlin-Ingersoll Public Library is to promote, develop, and enhance lifelong learning and personal enrichment by meeting the needs of our community through exceptional, individualized service. Managing our collection is a vital component to this mission.

In accordance with the recommendations of *Serving Our Public 4.0 : Standards for Illinois Public Libraries*, the Parlin-Ingersoll Public Library strives to allocate not less than 8-12% of its operating budget for materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Each item will be judged in its entirety on its own merits. Emphasis will be on items in the English language. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used.

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this activity. 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 Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections. Interlibrary loan will be offered to patrons as an alternative method of receiving materials not purchased for the library's collection.

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or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, or of little historical significance, or no longer in demand. Materials removed from the library collection may or may not be made available for public purchase at book sales.

Other specific selection guidelines can be found in the following:

[Adult Fiction Print and Non-Print Materials: Collection Development Guidelines](#)

[Music and Film: Collection Development Guidelines](#)

[Adult Non-Fiction Print and Non-Print Materials: Collection Development Guidelines](#)

[Juvenile and Young Adult Print Materials Collection Development Guidelines](#)

The Parlin-Ingersoll Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the

reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. As a general rule, the library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the “Freedom to View” statement of the American Film and Video Association (appended).

Gifts: The library encourages and accepts gifts from individuals in the community with the understanding that gifts are added to the collection only if they meet the same standards required of purchased materials. The library reserves the right to utilize any donated materials in any manner it deems appropriate, including selling the items; giving the items away free to individuals or organizations; and disposing of the items.

Gift items may be marked with an appropriate gift bookplate, if so requested. Whenever a donation is no longer needed, it will be disposed of in the same manner as purchased materials. The library will not normally accept materials for temporary deposit, which are not outright gifts to the library, unless the deposit fulfills a unique public service. Donated materials will be shelved in the regular library collection.

The library cannot appraise the value of donations. Upon request, the library will issue the donor a letter acknowledging receipt of the donation. It is a donor’s decision whether he or she will determine the value of the donation or utilize an independent appraiser.

Gifts of money and other negotiable instruments will be accepted if the conditions, if any, attached thereto are acceptable to the Director (gifts under \$1,000 in actual worth) or the Board of Trustees (gifts over \$1,000 in actual worth). However, board permission may be required for most gifts involving more permanent, public display in the library facilities, especially any requiring name recognition.

The library will not accept gift subscriptions of magazines from any individual or organization, unless the library is able to choose the title(s) of the magazine. No donated magazines will be accepted for placement in the public reading room.

Self-Published Materials: The library will accept donations of self-published materials (e.g. books, CDs, DVDs, etc.), if they are written or produced by individuals associated with the community; if they are of local relevance; and if the quality is comparable to materials normally considered for purchase at the library.

However, due to the proliferation of self-published books appearing in digital and print format, the library will not normally purchase self-published materials, especially if there are no reviews available from objective sources.

Request for Reconsideration: All registered Parlin-Ingersoll Public Library card holders may request the library reconsider the presence or absence of any library materials in the library collection. The library will follow established policy in responding to any request of this nature (appended).

However, the library will not normally consider any request to withdraw materials in video format from the collection, since the film and television industry have chosen to provide a rating system that permits patrons to easily identify the scope of content provided in each work. Using this system, it is very easy for the customer to determine whether or not they wish to view a particular program. As long as the film conforms to the established selection criteria provided in the "Music and Film: Collection Development Guidelines," a film will be automatically retained.

Policy Review: The Library will review its Material Selection and Collection Development policies every two years as required by law (75 ILCS 5/4-7.2)

## Appendix A: Freedom to Read Statement

### **The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation 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 should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## Appendix B: Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**



## Appendix C: Library Bill of Rights

### **Library Bill of Rights**

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

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, January 29, 2019.

Appendix D: Request for Reconsideration of Materials

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher  
or  
Distributor: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Request represents: \_\_\_\_\_ Individual  
\_\_\_\_\_ Organization, list name \_\_\_\_\_  
\_\_\_\_\_ Other, list name \_\_\_\_\_

1. Have you read or viewed the entire work? \_\_\_\_\_  
If not, what parts? \_\_\_\_\_
2. To what in the material do you object? (Please be specific; cite pages or sections)  
\_\_\_\_\_  
\_\_\_\_\_
3. What good or valuable features do you find in the material? \_\_\_\_\_  
\_\_\_\_\_
4. What do you believe is the theme of this work? \_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of reading or viewing this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read any of the reviews of this material? \_\_\_\_\_  
\_\_\_\_\_

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Do you think this material would be more appropriate for a different age group? Please explain: \_\_\_

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What would you like the library to do about this material? \_\_\_\_\_

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Can you recommend other material that would convey as valuable a picture and/or perspective of

the subject treated? \_\_\_\_\_ If yes, please specify: \_\_\_\_\_

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Appendix E: Parlin-Ingersoll Public Library Procedures for Handling Complaints about Library Materials

**PARLIN-INGERSOLL PUBLIC LIBRARY PROCEDURES  
FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS**

- 1.) When a customer voices their general disapproval about a particular item in the library's collection (e.g. "I don't think this book is appropriate," or "This movie is pretty explicit"), staff should simply thank them for their feedback, but make no comment on the specific item in question. Staff members should mention this to the Director.
- 2.) When a customer wishes to lodge a formal complaint about specific library material(s), as opposed to simply voicing their general disapproval of this item, the complainant should always be referred first to the Director. If the Director is not present, the complaint should be referred to the employee designated "next in command."
- 3.) At this time, the Director, or appropriate staff member, should do the following:
  - Direct the customer to an office or more private area of the library.
  - Listen carefully to the complaint and record all pertinent information.
  - Ask the customer what action they wish the library to take in response to their complaint.
  - Take back the material in question from the patron.
  - Tell the patron that the Director and appropriate staff members will review the material in question and get back to the patron with a decision within a few weeks.
- 4.) At a later time, the Director and/or appropriate staff members will examine the material, as well as any available critical reviews of the material. They will then make a decision to retain, or reclassify said materials.
- 5.) The Director and/or appropriate staff members will then arrange a personal meeting, or telephone call, with the complainant to explain the library's decision and further discuss the material in question.
- 6.) If the complainant disagrees with the staff decision, they may fill out and file a "Request for Reconsideration of Library Materials" form. This form stays on file with the Director.
- 7.) Upon receiving the written "Request for Reconsideration of Library Materials" form from the complainant, the Director and/or appropriate staff member(s) will prepare a written response, outlining the library's position. This response, along with the complainant's "Request for Reconsideration of Library Materials" form will be forwarded to the Board of Trustees for review at their next regularly scheduled meeting. The Board will make a determination as to the appropriateness of the selection, based on accepted library policies, procedures and precedence. The Director will inform the complainant of the decision reached by the Board.
- 8.) Complainants should realize that the Board of Trustees is appointed to govern a library established for the use of the residents and taxpayers of the Canton community.