

XIII. Library Materials

XIII-A: Selection of Library Materials

It is in the public interest for libraries to make available the widest possible diversity of views and expressions. Freedom is meaningless if it is accorded only to the accepted and inoffensive. The freedom to read, hear and view is essential to our democracy. The library will therefore build and maintain a well-balanced collection of materials in a variety of formats.

The responsibility for the policy governing the inclusion of materials in the library collection rests with the Board of Trustees. The Board of Trustees of the Mahomet Public library endorses the American Library Association's "Library Bill of Rights," the "Freedom to Read" statement, and the "Freedom to View" statement (Appendices A2, A3, A4). The Board delegates the actual task of selecting materials to the Library Director.

The Board believes that censorship is a purely individual matter, and that while individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view. The Board also believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials.

General Principles

- The library staff will, at all times, attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities.
- The addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained in it.
- The collection will represent all sides of controversial issues as far as budget, space, and availability of materials allow.
- The race, religion, nationality, or political views of an author, the frankness or coarseness of language, the controversial content of an item, or the endorsement or disapproval of an individual or group in the community will not cause an item to be included or excluded automatically.
- All materials, with the exception of some local history documents, will be shelved on open shelves.
- The responsibility for choosing or limiting access to materials for a child must rest with his or her parents or guardians, not with the library.

Selection Criteria

All criteria are measured by the professional judgment, knowledge, and experience of Mahomet Public Library staff. Materials and electronic resources will be selected with consideration for, but not limited to, the following criteria:

- Appropriate physical format
- Artistic excellence
- Authority of the author or publisher
- Award-winning or "classic" titles
- Contemporary or historical significance
- Content that is accurate and objective
- Cultural diversity
- Currency of the material or electronic resource

- Current interest
- Favorable reviews in reviewing sources
- Inclusion of indexes and/or bibliographies
- Local author, local interest
- Patron requests
- Popular demand
- Price
- Relation to other materials in order to maintain an impartial but comprehensive collection
- Space to house the material
- Subject area and collection development value
- Technical value

Withdrawal of Materials

The library collection is intended to be active, useful, and circulating. Therefore materials are regularly removed from the collection according to accepted professional practices. The Library Director is responsible for the withdrawal of materials.

The following factors are considered before materials are removed from the collection:

- **Circulation Frequency.** Materials may be removed if they seldom or no longer circulate.
- **Currency.** Materials may be removed if they are outdated, no longer relevant, or contain inaccurate information
- **Condition.** Materials may be removed if they are in deteriorating physical or operating condition
- **Duplication.** Materials may be removed if they are unneeded duplicate copies
- **Edition.** Materials may be removed if they have been superseded by newer editions

XIII-B: Challenged Materials

The Board of Trustees of the Mahomet Public Library affirms its adoption of the American Library Association's "Library Bill of Rights," the "Freedom to Read" statement, and the "Freedom to View" statement. Material shall not be removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual Mahomet resident or group of residents.

Process for Challenging Materials

Mahomet Public Library District cardholders who request the withdrawal of or restricting access to any material from the library are encouraged to first bring this to the attention of the Director in an informal discussion.

If the patron and Director cannot reach an informal resolution, the patron may make a formal request according to the process below. Such requests may only be made by cardholders of the Mahomet Public Library District.

1. The requestor must complete, sign, and submit a *Request for Reconsideration of Materials* (Appendix A7). Forms that are not completely filled out will be discarded and no action will be taken.
2. The Director, along with professional staff, will review the form and the material in question and respond with a decision to the requestor within two weeks from the date the Request was received.
3. The Board of Trustees will be notified of the receipt of the completed form and the Director's decision.

4. If the requestor is unsatisfied with the Director's decision, the requestor has the right to present their complaint to the Board of Trustees. This is done by written request to the Board President, asking that the matter be placed on the agenda of a regular Board meeting. The Board President shall provide written notice to the requestor of the date and time of the meeting at which the Board will consider the matter.
5. The Board shall base its final decision on the criteria for selection and maintenance of the collection as defined in its Materials Selection Policy. The requestor shall receive written notification of the action taken by the Board.
6. The Board's decision is final and the material in question may not be reconsidered for at least one year from the date of the Board's decision.
7. No employee may be disciplined for the selection of library materials when the selection is made in good faith.

XIII-C: Disposition of Library Materials and Property

Library property (i.e. print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in accordance with the Illinois Public Library District Act [75 ILCS 16/30-55.32] in the following manner:

- **Books and non-print materials** that are from the library's collection, donations, or gifts may be given to Friends of the Mahomet Library or any other tax supported library or library system, sold, or discarded.
- Any **personal property** having a unit value of \$1,000 or less may be disposed of as determined by the Board (or, by designation, the Library Director), who may turn it in on new equipment, make it available for sale or discard it.
- Individual surplus items having a current value of more than \$1,000 but less than \$2,500 may be displayed for public sale at the library. A public notice will be posted stating the date of their availability and the terms of the proposed sale.

No favoritism shall be shown to library staff, members of the Board of Trustees, or members of their immediate families who make bids on or purchase any library item declared surplus.

In the case of newer books in good condition, and large print books in particular, special effort will be made to make these books available to smaller libraries with limited collection budgets as a way to extend their useful life as library materials.