

Morrison-Talbott Library Collection Development and Materials Selection Policy

It is in the public interest for libraries to make available the widest possible diversity of views and expressions. The library will therefore build and maintain a large well-balanced collection of print and non-print materials that reflects a range of viewpoints on a variety of subjects. Morrison-Talbott Library believes that individuals are free to reject materials for themselves; however, they do not have the right to restrict another's freedom to read, hear, or view. The library also believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials. An open shelf policy will be followed at all times.

General Criteria for Collection Development:

The selection of materials will be governed by the mission, vision and values of the library.

Library Board Responsibilities: The responsibility for the policy governing the inclusion of materials in the library collection rests with the board of trustees. The board endorses the American Library Association's "Freedom to Read" statement, the "Library Bill of Rights," and the "Freedom to View" statement. (Attached as addendums to this policy.) The board delegates the actual task of selection to the library director and to those professional staff members knowledgeable in each of the various subject areas who choose materials that support the mission statement adopted by the board.

Library Staff Responsibilities: In accordance with Illinois library law, overall responsibility for collection development, including selection, ordering, maintaining and weeding of all library materials shall be delegated to the library director, who operates within the framework of policies determined by the board. Under the director's authority, members of the professional staff who are qualified by education and training may participate in selection and weeding of library materials.

All members of the staff, library trustees, and patrons may recommend titles for purchase. All requests are given serious consideration. An attempt will be made to borrow through interlibrary loan any requested item which is out of print or which the library determines does not meet the criteria for purchase.

The collection is designed to meet the needs of the residents of the library's community. It is the duty of the staff to acquire materials which meet these needs, even though the materials may present views contrary to the personal beliefs of staff members, library trustees, community organizations or individuals. 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 this written Collection Development and Materials Selection Policy. (75 ICS 5/4-7.2.)

Parameters of the Collection: To meet the needs of the community, the library must build and maintain a diverse and balanced collection of quality materials, including items of temporary significance and permanent value. Because the library serves a public with a wide range of ages, educational backgrounds and reading skills, it will always seek to select materials of varying complexity. All formats will be considered when selecting materials.

Standards for Selection: The selection of books and/or other library materials shall be made on the basis of their value to interest, enlighten, and inform all residents of the library's community. No library material shall be excluded because of the race, nationality, political or social views of the creator.

Materials Selection Factors:

- Significance, both current and historical, and permanent value to the existing collection
- Input garnered from critical reviews and selection sources
- Cost
- Integrity and authority of the creator, publisher or producer
- Timeliness or currency of subject matter
- Suitability of subject and presentation for intended audience
- Quality of format, including technical quality and durability
- Patron demand
- Hardware and software requirements
- Ease of use (user friendliness, searchability, connectivity)
- Availability

Selection Tools: Because it is impossible for librarians to examine all items being considered for purchase, the library depends on reliable selection aids and standard sources, including, but not limited to: book review journals, standard bibliographies and best-seller lists.

Censorship: Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, Morrison-Talbott Library will not segregate materials on the basis of controversial subject matter. Material shall not be removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual patron or group of patrons. The library does not endorse opinions contained in its collection. Patrons are free to enjoy, dislike, or ignore any item in the collection. However, no one is free to restrict another's use of library materials. Once an item has been accepted under the Collection Development and Materials Selection Policy, it will not be removed at the request of those who disagree with its inclusion into the collection unless it can be proved that the retention of the item would be in violation of this policy.

Gifts: Morrison-Talbott Library gratefully accepts gifts of books and other materials with the understanding that they will be considered for addition to the collection in accordance with the Collection Development and Materials Selection Policy. Collections of books and other

materials that necessitate special housing or otherwise cannot be integrated into the general collection are not usually accepted. The library reserves the right to sell or otherwise dispose of gift materials not added to the collection; for example, it may donate the items to the Friends of Morrison-Talbott Library for their book sale. Morrison-Talbott Library accepts and encourages gifts of money. Recommendations from the donor are honored insofar as the suggestions are in accordance with the Gift Policy. Conditions attached to gifts of money are subject to approval by the library board of trustees.

Textbooks: Textbooks will not be acquired except as such materials serve the general public.

Disposition of Library Materials: The collection of the Morrison-Talbott Library will be evaluated as an ongoing process in order to find areas that need strengthening, as well as to identify materials that will be withdrawn. Library holdings are continuously evaluated by the professional staff to: maintain a useful collection that meets the needs of the community, make room for new materials, make the shelves easier to navigate and replace outdated information.

Material Deselection Criteria:

- Factually inaccurate or misleading
- Beyond mending or rebuilding; visibly damaged
- Outdated or superseded by a new edition
- No discernible literary or scientific merit
- No longer relevant to the needs and interests of the community or its users
- Lack of patron demand
- Easily obtainable from another library or via open access
- Oversaturation of subject, multiple copies or space limitations

Materials withdrawn from the library's circulating collection may be donated to the Friends of Morrison-Talbott Library for sale, with the proceeds directly benefiting the library. Withdrawn items may also be disposed of as authorized by the director, including but not limited to sales, recycling, repurposing, or donation.

Special Collections (Genealogy, Local History and Rare Books):

The purpose of the Morrison-Talbott Library special collection is to preserve materials that document the history of Waterloo, Monroe County and Illinois through materials of genealogical and historical significance or interest. Rare books include the original collections of the library's benefactors, including Mary and Henry Talbott and Col. William Ralls Morrison. Materials may be entered into circulation, limited to viewing as "reference only" in the library, or viewable by special permission only. The special collection houses materials in a variety of formats including, but not limited to: books, pamphlets, posters, diaries, letters, maps, photographs and negatives, postcards, scrapbooks, microfilm, art and prints, videotapes, and artifacts.

Right of Refusal: Due to space constraints, the library has the right to refuse any item offered to the library's special collection. Donations may be refused for the following reasons:

- The donation does not fit the scope of our collection.
- The donation is too large, and we would not have the necessary space to house it.
- The donation is in a condition that might harm other materials in the collection. This could mean the gift is dirty, moldy, or odorous.
- The donation is not appropriate for an archive or special collection.

Reconsideration of Library Materials: All objections to materials and requests for reconsideration immediately shall be reported to the library director, whether received by telephone, letter or in personal conversation. The director shall contact the registered patron to discuss the objection. If the objection is not resolved informally, patrons may forward to the director a written request for reconsideration using the Morrison-Talbott Library Material Reconsideration Form (attached as an Addendum to this policy). The board shall be notified of the receipt of all such completed forms. Upon receipt of a completed form, the library director will review the material and determine any action to be taken. The library director shall promptly, by written notification, inform the individual who has raised the question and the board of the decision which has been made.

In the event that the decision made by the library director is not satisfactory to the individual, the individual has the right to appeal to the board. This shall be accomplished by written request to the president of the board, asking that the matter be placed on the agenda of a regular board meeting. The president of the board shall then schedule within a reasonable period of time the addition of this appeal on the agenda, and shall provide written notice to the requester of the date and time of the meeting at which the board will consider the matter. The board shall review the matter in question and base the final decision concerning action to be taken on the criteria for selection and maintenance of the collection as defined in its official Collection Development and Materials Selection Policy. The item will remain available to patrons during the reconsideration process. After full consideration, the person who has raised the question shall receive written notification of the action taken by the board. The decision on reconsideration of a specific item from the board is final and will remain in effect for three years.