

## **HIGHLAND PARK PUBLIC LIBRARY**

### **Policy 202 Materials Selection and Maintenance Standards**

**Purpose:** To state the principles guiding the Highland Park Public Library (“the Library”) selection, retention, withdrawal and maintenance of materials.

#### **General Policy**

The Library, within the limitations of budget and space, strives to provide a wide range of materials, in a variety of formats, which meet the diverse educational, information, cultural, recreational, and entertainment needs of the entire community and its myriad viewpoints. The basic collection includes materials of acknowledged cultural importance, such as major works of literature, as well as materials that meet the community's needs for information about a wide range of topics.

Consistent with Illinois Public Act 103- 0100, the Library has adopted the American Library Association (“the ALA”) Bill of Rights (Policy 208), which provides that materials should not be proscribed or removed because of partisan or doctrinal disapproval. The Library has also adopted the ALA’s positions on the Freedom to Read (Policy 209) and the Freedom to View (Policy 210).

The Library also provides access to select digital catalogs of materials that are not curated by the Library. Individual patrons may select materials from said catalogs for their own use.

#### **Implementation**

In adding materials that will enrich the collection and maintain its overall balance, the Library is guided by a sense of responsibility to both the present and the future. Criteria for selection and retention include such factors as literary merit, accuracy of the information contained, artistic and technical quality, presentation of a viewpoint, timeliness, value to the existing collection, cost, and format, as well as relevance to the Highland Park community.

Materials shall not be excluded because of an author’s or contributor’s race, nationality, ethnicity, gender, sexual orientation, or political or

religious beliefs nor shall materials be excluded due doctrinal or partisan disapproval of the work.

Any request that the Library remove or relocate an item from the collection shall be addressed in accordance with Library Policy 203, Request for Reconsideration of Library Materials.

The Library does not restrict the use of any portion of its collection based on the age of a user. Although decisions relating to a minor's choice of materials are solely the responsibility of the minor's parent or legal guardian, the Library will not enforce those decisions if in conflict with the minor's selection of materials.

#### Responsibility for Acquisition

The ultimate responsibility for materials rests with the Executive Director or their designee, who may delegate authority to interpret and implement this Policy to Library staff.

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