

## **A. INTRODUCTION**

The Mission Statement of the Geneva Public Library District guides the selection of materials as it does the development of services and allocation of resources. The Board of Trustees of the Geneva Public Library District endeavors to build a collection in a variety of formats representing varying points of view. In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Geneva Public Library District will strive to allocate not less than 12% of its operating budget on materials for patrons every year.

The choice of library materials by users is an individual matter. Responsibility for overseeing usage of materials by 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. The Library supports intellectual freedom and endorses the *Library Bill of Rights*, the *Freedom to Read Statement*, the *Intellectual Freedom Statement* and the *Freedom to View Statement* of the American Library Association.

## **B. PURPOSE OF THE COLLECTION**

The purpose of the collection is to assist patrons in:

1. Keeping pace with current developments
2. Learning about the past
3. Supporting their basic educational needs
4. Fulfilling their recreational interests
5. Forming an opinion on controversial subjects
6. Developing individual skills and talents
7. Stimulating spiritual and creative capacities
8. Developing aesthetic and cultural appreciation
9. Discharging political and social obligations
10. Developing and maintaining personal, physical, emotional, and intellectual well-being
11. Obtaining information to support personal, community, and employment-related interests

## **C. SCOPE OF THE COLLECTION**

The collection will be current, general in scope, and balanced in terms of subject coverage, point of view and age/interest level. Materials will be selected in a variety of formats including, but not limited to, print, audiovisual, electronic, and online. It is beyond the general scope of the Library to provide materials of a highly technical or specialized nature. There will be duplication to meet reasonable demand. A large print collection is provided for patrons with visual impairments. Patrons who have visual or physical impairments that prevent their use of a book may also be referred to the Illinois State Library Talking Books and Braille Service.

## **D. LANGUAGE**

Due to the demographics of the community, the Library primarily collects materials in English, materials that provide instruction in English to non-English speaking patrons and materials that provide instruction in foreign languages to English-speaking patrons. The Library also seeks to serve and reflect the ethnic and cultural diversity of the community. When the population of members of the Library District whose native language is not English nears 10% of the Library's total service population, a basic collection of materials in their native language may be established.

#### **E. RESPONSIBILITY FOR SELECTION**

The Board of Trustees of the Geneva Public Library District delegates authority and responsibility for the selection of materials to the Library Director, and under his or her direction, to other staff members who are qualified for this activity. The Library Director determines the budget, guidelines, and organizational structure for the staff who select resources. The Technical Services Manager oversees and coordinates selection and acquisition of materials. Selectors choose appropriate materials for their collection areas within allocated budget, monitor use, and weed for currency, demand, and condition in an organized and timely manner. No employee may be disciplined or dismissed for the selection of 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.

#### **F. CRITERIA FOR SELECTION**

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its literature, familiarity with materials in the collection, and an understanding about the needs of the community. Reviews in professionally recognized periodicals and selection tools are primary sources for materials selection. Standard bibliographies, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also will be used. 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.

In selecting library materials, each work will be evaluated as a whole utilizing the following criteria:

1. Relevance to community interests, needs, and standards
2. Favorable ratings in standard reviewing media, general or specialized, such as library journals
3. Authority and competence of the author, illustrator, or producer
4. Reputation and authority of the publisher
5. Comprehensiveness in breadth and scope
6. Relationship to the existing collection
7. Importance as a record of the times or for presentation of a unique point of view
8. Relative importance in comparison to other available material on the subject
9. Justifiability of cost in relation to budget and need
10. Availability of other area resources
11. Inclusion in standard library or subject lists
12. Factual accuracy and currency
13. Nature of physical qualities and format (e.g., technical quality, size, binding, illustrations, typography, design, level of indexing)
14. Literary value or importance as a document of mankind
15. Effectiveness of expression; readability
16. Local demand

In selection of electronic and online resources, the following criteria will also be considered:

1. Ease of use
2. Timeliness of updates
3. Retrospective data
4. Licensing restrictions and remote access
5. Technical support
6. Hardware and software requirements

In addition to the above, the following criteria are especially relevant to the selection of materials for young people:

1. Maturity of theme / topic
2. Reading level
3. Grade level
4. Interest level
5. Age of characters
6. Target audience

Items not collected include rare items, or those requiring special curatorial or conservation services. The Library does not act as an archive of historical materials. The Library does not attempt to replace curricula or formal education programs at any level, although a variety of complementary and supplementary resources are provided.

#### **G. COLLECTION MAINTENANCE**

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, badly marked or damaged, contain outdated or inaccurate information, are superseded by a newer edition, of little historical significance, or no longer in demand. Materials which are removed from the collection may be donated to Friends of Geneva Library for their used book sales. Withdrawn reference materials may be given to other libraries. Items that are very worn and have no resale value will be discarded. The Library does not reserve discarded items for individuals.

#### **H. GIFTS AND MEMORIALS**

The Library accepts monetary gifts as well as donations of materials or other items per guidelines outlined in the Library's Gift and Memorial Policy. Donors who wish to contribute to a 501(c)(3) organization will be referred to Geneva Library Foundation.

#### **I. RECONSIDERATION OF LIBRARY RESOURCES**

The Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage.

Library District residents who request the reconsideration of library materials should bring their concerns regarding any specific title or item in the library's collection to the attention of the Library Director in either an informal discussion or through the formal complaint process. A Library District resident wishing to use the formal complaint process is referred to the form "Resident Response to Library Materials."

Following the receipt of a written request, the Library Director will appoint a committee of appropriate staff to review the title in question. The committee will make a written recommendation to the Library Director who will then make a decision regarding the disposition of the material in question. The Library Director will communicate this decision, and reasons for it, in writing, to the resident who initiated the request. Copies of the "Resident Response to Library Materials" form and the Library Director's written response will be forwarded to the Library Board for their information. If not satisfied, the complainant may appeal to the Library Board of Trustees by making a written request to place the item on the agenda for the next regular meeting of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers in accordance with the Library's Public Comment Policy.

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