

### **LIBRARY BILL OF RIGHTS**

The Board of Trustees of the Grayslake Area Public Library District endorses the American Library Association's "Library Bill of Rights", and it is herewith incorporated with the library's basic material selection *policy and procedures*.

#### **American Library Association 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:

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

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Revised August 9, 2005

Reviewed September 9, 2008

Reviewed December 14, 2010

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### **AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT**

The Grayslake Area Public Library District subscribes to the *American Library Association Freedom to Read Statement* which follows:

#### **American Library Association Freedom to Read Statement**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular or considered dangerous by the majority.
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 books should be published or circulated.

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.
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.
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.
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.
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.

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#### **AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW STATEMENT**

The Grayslake Area Public Library District subscribes to the *American Library Association Freedom to View Statement* which follows.

#### **American Library Association 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 in 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 content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and 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.

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## SELECTION OF LIBRARY MATERIALS

### **I. Collection Objective:**

The materials selection policy is based on a knowledge of the community, the existing collection of the library district and of the services which the library is expected to perform.

The library's chief commitment is to the people within the library's service area. This includes individuals and groups of every age, educational background, personal philosophy or religious belief, occupation, economic level, disability, ethnic or national origin, race, color, gender, gender identity or gender status or sexual orientation. By making an effort to fulfill educational, informational and recreational needs of its patrons, the library helps them to keep current with change in all areas, making education a lifelong process.

It is the policy of the Grayslake Area Public Library District to make the most efficient use of financial resources, to work closely with other area libraries, and to utilize the most appropriate formats to meet the library needs of the people of the community.

The collection is selected to reflect a variety of opinions; provide materials, old, new, classic and ephemeral; provide orthodox and unorthodox materials in many media. The collection is organized to provide free and easy access to patrons within the limitations of space and budget.

To supplement the materials in the collection, the library also provides materials in support of business, cultural, educational, recreational and civic activities of the community.

The library's materials, for the most part, are intended for public use and circulation.

### **II. Collection Responsibility:**

Ultimate responsibility for the collection rests with the Board of Trustees. They, in turn, delegate this responsibility to the library director, a professional librarian with training and experience in the art of selection. The director may delegate the responsibility of selection to other members of the staff.

### **III. Collection Philosophy:**

The Grayslake Area Public Library District endorses the following American Library Association statements:

•Library Bill of Rights •Freedom to Read •Freedom to View •Policy 322 Americans With Disabilities Act •Policy 323 Service to Patrons with Disabilities.

### **IV. Criteria for Materials Selection:**

The criteria for selection, acquisition, gifts, duplication, reconsideration, replacement, automatic shipments, and withdrawal of materials for all age groups in all media formats include:

- Public demand
- Critical reviews
- Space limitations
- Local or national significance
- Quality of the physical format
- Scarcity of material on the subject
- Price and budgetary considerations
- Permanent or timely value
- Clear presentation and readability
- Materials reflecting all sides of issues
- Balancing of special group interests with general demand
- Author's reputation and significance as a writer without regard to political, racial, religious, etc. affiliations
- Reputation and standing of the publisher
- Availability of the material elsewhere
- Importance of the subject matter to the collection (materials of doubtful value are occasionally included for their timeliness)

The general criteria for material selection shall be applied to both new material and older titles being reconsidered for discard, replacement, and/or duplication. This would include automatic shipments, staff selections, and gifts. An item need not meet all of these criteria to be accepted.

Librarians rely on professional bibliographic tools for selection. Some of the tools which may be used include:

- Library Journal
- Publisher's Weekly
- School Library Journal
- Booklist
- New York Times Book Review
- Public Library Catalog
- Fiction Catalog
- as well as professional bibliographies and websites prepared for various subject areas.

The primary focus will be on well-reviewed and/or examined materials, but materials will be considered that meet a specific need in the collection despite lesser quality.

The general public may recommend the purchase of library materials by completing appropriate forms and submitting them to Public Services staff. These requests are given consideration based on the selection criteria outlined above.

#### **V. Types of Formats:**

The library will collect materials in a variety of formats. The library collection development plan details selection and retention guidelines for formats.

#### **VI. Criteria for Format Selection:**

These criteria will be used to consider whether or not to add a new alternative format to the general collection:

- Is the format in demand by the public?
- How would this format enhance the materials collection?
- Would the format circulate? Will it withstand circulation?
- What special supplies and procedures will be needed for circulation?
- Would the format be reference? If it is reference, may it be duplicated to be taken from the library?
- Do we have facilities for duplication?
- Is any special equipment needed to use this format?
- Is the equipment standardized? Do we have equipment for use?
- What are storage conditions? Is it stored on shelves, cabinets, etc.?
- Are there legal, licensing issues that limit circulation?
- Availability elsewhere
- Costs

#### **VII. Selection Guidelines**

##### **Abridged Editions**

Purchase of abridged editions is kept to a minimum for materials that are best read or heard in their entirety.

##### **Deposit Collections**

Deposits of materials will be accepted only if there are no restrictions for their use. They are made available to all users on an equal basis, with no special privileges for individuals or groups. Deposits become the property of the library with respect to housing, use, circulation and withdrawal. Any agreement is signed by all parties concerned, with the original in the Director's office and copies in files of other departments as necessary.

### **Duplication by Age Level**

Duplication may occur in the collections, which provide service to the various age levels. Duplication of the same title between Children's, Teens' and Adults' is permissible, although kept to a minimum.

### **Foreign Language Materials**

Materials in foreign languages are considered as community needs change. Individual needs for foreign languages not purchased by the library may be served by requests through interlibrary loan.

### **Memorial Funds**

Groups or individuals may work with the Library Director to set up memorial funds for larger or long-term purchases of materials or to set up standing arrangements for purchases of memorials. The library reserves the right to accept or reject any such proposed fund, standing arrangement or donation of funds. Proceeds from investments for these funds and additional contributions to them will be used to purchase materials for memorials.

### **Memorials**

A memorial is created when money or material is donated to add items to the collection, usually in memory or honor of an individual or group. The library welcomes suggestions for purchases, but reserves the right to make the final decision regarding all materials. A memorial may be placed in the library collection, either for reference or circulating use.

### **Multiple Copies**

Multiple copies are purchased when quality and on-going demand suggest that need.

### **Periodicals**

The library maintains a collection of current and back-issue periodicals in print and alternate formats. Current periodicals are valuable as a source of information, which have not yet or may never appear in book form. Back issues of periodicals reflect the thoughts of the society of past times.

Selection of titles for the periodical collection includes the following criteria:

1. The periodical is indexed in one or more of the indices provided by the library
2. The subject specialist and the periodical specialist determine a need for a particular title.

The retention of periodical titles is determined by the above criteria as well as by space considerations.

### **School Services**

The public library's materials are selected to provide educational and informational services to the total community. The Youth Services Department collects materials for students in kindergarten through sixth grade. The Adult Services Department collects materials for students from seventh grade through high school. The library seeks to cooperate with the local schools by supplementing classroom needs, although it cannot accept the responsibility of duplicating the same title in sufficient quantity to satisfy

an entire class. Educational resource materials for use by parents with their children are purchased in limited quantities.

### **Textbooks**

The library purchases or adds textbooks only if the book is of particular value because of its content. The need for the material in the collection and the permanent demand by the general public are prime considerations. The library is not responsible for adding a volume solely because it is a textbook for a class offered in a specific curriculum.

### **Children's Materials**

Children's materials, in print and alternative formats, are selected to meet the informational, recreational, and literary needs of children from infancy to the 6 th grade student. and attempt to represent all points of view. Some materials are included to meet the needs of adults working with children, such as in children's literature, storytelling, parenting, and educational activities. The collection should include materials of general use and appeal to meet the demands of the majority of children and specialized topics to meet the demands of children with special needs, problems, or talents.

Additional factors for consideration of juvenile materials are the suitability of reading levels, interest levels, and treatment of the subject related to the age of the intended audience.

### **Teen Materials:**

The purpose of library service to young adults is to introduce them to library materials, which stimulate and enrich the pleasure of recreational reading, provide for their information needs, and contribute to their intellectual and emotional growth. Selection is generally geared to 7 th through 12th grades. Because of the wide range of interests and reading skills of teen patrons, some duplication between the children's and the adults' collections will exist in the teen collection.

Criteria for material selection for teens emphasize current popular appeal rather than permanency. However, materials that are recognized as classics for the age group will also be included. Contemporary fiction is selected which interprets life in a realistic, honest fashion and which contributes to an understanding of the adolescent or adult world. An effort is made to select materials with sensitivity, while exposing teens to the widest spectrum of beliefs and attitudes in the broadest range of materials and all of the general selection criteria mentioned above.

### **Adult Materials:**

The library seeks to select materials of varying complexity and points of view because its public contains a wide range of ages, educational backgrounds, interests, and reading skills. The library attempts to include materials of contemporary significance and of long-term value. Points considered in adult materials selection are literary, educational, informational and recreational value; effectiveness of presentation; available funds; and all of the general selection criteria mentioned above.

### **Genealogy:**

The Library maintains a small circulating collection of books on the basics of genealogical searching that are of value to the general public. Histories of individual families are purchased only if they are of unusual national or local interest. Specialized genealogical materials for this immediate geographical area are purchased as they become available. The Library provides additional access via electronic genealogical resources.

**Government Documents:**

The library is not a depository for federal, state, regional or local government documents. Items are selected to fill information needs. However, the library maintains a small collection of some local government documents. Selection will be made by staff from recognized listings and review sources.

**Local History:**

The Local History collection of the Grayslake Area Public Library District is a small reference collection with materials on the history and development of Grayslake from its settlement to the present. These materials include mostly secondary sources.

**Newspapers:**

The library purchases the following types of newspapers:

1. Local newspapers
2. Representative newspapers from metropolitan centers in the United States. This group is determined by such criteria as:
  - a The reference value of the newspaper
  - b The reflection of regional opinion of local and national issues
  - c The stature of the newspaper in the national or international scene.
  - d Provision of information from a variety of viewpoints.

**Rare Books and Antiquarian Items:**

The library will not add or purchase an item solely because it is a rare book or valuable for its age, except in Local History. Books already in the collection, and identified as rare or valuable, will be provided greater security than the general collection. Items offered to the library or located in gifts will be set aside for special handling by the Friends of the Library at their sales. The library does not accept responsibility for appraising books for an individual collection.

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**COLLECTION MAINTENANCE****Assessment, Including Scope Statements:**

Collection assessment is the ongoing process of evaluating what is in the collection, how it is used and what users need and request. Librarians use a variety of tools, including statistics from circulation and surveys, reports on use, standard bibliographies and physical assessment of materials to assess their subject areas. Librarians evaluate how well the collection covers standard titles and new materials and formats in their areas. This assessment is reflected in the scope statements, which define the current state of the collection and outline what is needed to develop the collection.

Scope statements are written for each area and format of the collection. The Adult Services and Youth Services Department Heads retain these statements and oversee revisions and updating.

### **Repairs**

When an item is returned damaged or in poor condition, Circulation staff will send it to the owning department for selectors to check. Selectors will decide which items will be repaired, rebound or withdrawn.

In many cases, it is more cost effective to buy a replacement or to buy a new title. This also helps keep the collection looking new.

### **Discarded Materials, Reclassification, or Classification of Materials:**

If members of the staff would like to see a change in a decision to discard an item, to reclassify an item, or to change Dewey placement, the matter will be referred to the Department Head of the owning department who will make the decision.

### **Weeding:**

Weeding is the continuous evaluation of the content and physical condition of the collection. It is an integral part of collection development.

Weeding is determined on the evaluation of materials for incorrect, misleading or obsolete content; poor physical condition; excess number of copies in the collection; and the combination of little use and questionable value.

Some discarded materials are given to the staff and Friends of the Library. Discarded materials have already been evaluated, will be clearly marked to indicate withdrawal, and may be disposed of with general library refuse or recycled if not in condition to be reused.

Weeding guidelines are written for each subject area and format of the collection. The Adult Services and Youth Services Department Heads retain these guidelines and oversee revisions and updating.

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## **CONTROVERSIAL MATERIALS**

The library believes in freedom of information for all and does not practice censorship. The selection of library materials is predicated on the patron's right to read, listen, and view and similarly, their freedom from censorship by others. Many books are controversial and any given item may offend some person. However, selection for the library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the reader.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are sequestered except to protect them from damage or theft.

The Board of Trustees recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. Procedures have been developed to assure that complaints are handled in an attentive and consistent manner.

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## **CHALLENGED MATERIALS**

Forms are available from the Public Services staff at the Adult and Youth Reference Desks for patrons and staff to suggest subjects and formats for purchase by the library, to suggest that the library discontinue purchase in particular areas, and/or complain about specific items in the library. Patrons and staff can also indicate that they would like a particular item to be discarded by the library.

If a patron or staff member wishes the library to discard or reclassify a book or item of non-book material, they must fill out the Request for Reconsideration of Library Materials form. The Department Head in the owning department will review the material to determine if the material meets the selection criteria established by the Board of Trustees and the guidelines for collection development. The Library Director will notify the patron and the Board of Trustees of the decision.

If the complainant is not satisfied with the response, they may request that a review committee read, listen to and/or view the material. The Library Director will notify the complainant and the Board of Trustees of the Review Committee's decision.

If the complainant is still not satisfied with the response, they may request that a full Board of Trustees review the committee's decision. The decision of the Board will be final and will be communicated by the Library Director to the complainant.

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## GIFTS

All gifts are accepted with the understanding that no donation can be accepted unless it is given to the library without restrictions. Items the Library cannot use will be disposed of in an appropriate manner. In particular, gifts of books and audio-visual materials will be evaluated by the library staff and those not added to the library's collection will be given to the Friends of the Library for their booksale.

Gift magazines and subscriptions may be accepted by the library subject to the same selection and retention policies as regular subscriptions.

It is the privilege and responsibility of the donor to establish the value of all gifts in kind. The Grayslake Area Public Library District cannot determine valuation for tax purposes. A thank-you letter will be given indicating the number and type of items donated that the donor may use when reporting a charitable contribution to the IRS.

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## UNSOLICITED MATERIAL

The Library will not pay for unsolicited material.

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## DISPOSAL OF SURPLUS 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 the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or, upon the approval of the Board of Library Trustees, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.

3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability, the date, and terms of the proposed sale shall be posted.
6. In all other cases, the Board shall dispose of surplus items in compliance with Illinois laws.

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