

301. Collection Management Policy

The authority and responsibility for the selection of library materials are delegated to the Library Director and, under his or her direction, to additional staff members who are qualified for this activity. 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 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.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Tolono Public Library District allocates not less than 12% of its operating budget for materials for patrons every year. These materials will be selected in a variety of formats, including, but not limited to, print, video, sound recording, and electronic media. 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. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used.

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or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials removed from the Library collection may or may not be made available for public purchase at book sales.

The Tolono Public Library District endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of 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 has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

If a Tolono Public Library District resident wishes to comment on library materials for the purpose of reconsideration, individuals or groups must review the "Collection Management Policy," "Challenges to Materials Policy," and submit the completed "Request for Reconsideration of Library Material" form to the Library Director.