

# **Brookfield Public Library**

## **Selection of Materials**

Adopted: 4/24/2002

Revised: 10/25/2006, 2/24/2016

Reviewed and Approved: 02/23/2011, 03/27/2013, 10/22/2014, 3/23/2016

### **I. Introduction**

The purpose in building a Library collection is to make available to all people as comprehensive an assemblage of recorded knowledge as possible within the limits of funds available and according to the needs of the community. The Library amasses such a collection via print, electronic, and downloadable material offerings.

The Library recognizes that the needs of the community are of primary importance in selection, and because the community is a conglomerate of individuals, each individual's needs will be considered in conjunction with the majority of the present and potential membership. A diverse collection is important, but no more so than the individual's select needs within the whole of the community. An effort is made to include information representing all sides of controversial issues as such material becomes available.

The criteria for the selection of controversial materials are the same as for any other materials. Controversial materials have no distinguishing labels and are shelved in the general collection. Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. An open shelf policy will be followed at all times.

### **II. Statement of Purpose**

This selection policy defines the standards and outlines the responsibility for materials selection for the Brookfield Public Library. Within these guidelines, the librarians use their professional judgment to determine the materials that best meet the objectives of the Library and the needs of its members.

### **III. Objectives in Materials Selections**

The general objectives in materials selection are to carry out the Library's goals of providing the community with a variety of significant media to meet their informational, educational, cultural, and recreational needs.

### **IV. Responsibility for Selection**

Overall responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Board of Library Trustees. Typically, the Library Director delegates or shares this responsibility with designated members of the staff. However, all members of the staff and members may recommend titles for consideration, and recommendations for materials from citizens of the community should be encouraged.

Suggestions for materials to be purchased are always welcome from any Library trustee or Library staff member, and members are encouraged to make suggestions by sharing desired titles with staff.

All requests are given serious consideration, and the member will be informed of the Library's decision. An attempt will be made to borrow through interlibrary loan any requested item that is out of print, or that the Library determines does not meet the criteria for purchase.

## **V. Criteria for Selection**

The general criteria considered in selecting materials include: 1) significance and permanent value to the existing collection, 2) qualifications of author or producer, 3) suitability of subject and style for intended audience, 4) quality of format, 5) currency or timeliness, if applicable, 6) demand by members, 7) price, 8) attention given to the item by reviewers and general news media, 9) availability of materials in other libraries, and 10) technical quality of non-book materials. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

## **VI. Selection Tools**

In addition to their professional expertise, librarians depend on reliable selection aids, both in print and in electronic form. Librarians regularly depend on the reviews found in standard Library sources. Other selection aids, such as awards lists and published lists of bestsellers may also be used. Librarians cannot examine every item being considered for purchase.

## **VII. Scope of Collection**

Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use and by electronic databases containing the full-text of articles and ready reference content. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

## **VIII. Statement of Specific Policies in Selected Areas**

### **A. Materials for Youth**

The Brookfield Public Library subscribes to the following policy: "Free Access to Libraries for Minors," an Interpretation of the *Library Bill of Rights* (as adopted by the ALA Council, 1972, 1981, 1991, 2004). At the Brookfield Public Library, young people have access to all parts of the Library. Parental permission is required for access to the Internet and parents may opt to not allow their children to check out all rated materials (movies, video games, and some music). Materials appropriate for the interests and needs of youth of all ages are chosen for the collection.

Collections in Youth Services include picture books, beginning readers, juvenile non-fiction, juvenile fiction, young adult non-fiction, young adult fiction, periodicals, non-book

materials and a parent/teacher collection. The parent/teacher collection includes practical, hands-on materials for parents, day care providers, teachers and other adults working with children

Both the young adult non-fiction collection and the young adult fiction collection are selected especially for the needs and interests of 5th graders through high school. The young adult collection is intended as a popular collection for browsing rather than for curriculum support, and is designed to satisfy the special recreational, emotional, and informational needs of this age group. Young adults are also expected to use non-fiction materials throughout the Library in preparing school assignments or for any other reason.

## **B. Materials for Adults**

The materials in Adult Services are selected primarily to serve the needs of adults and student working on homework. The collection includes reference and circulating non-fiction books, fiction books, electronic databases, and non-book materials.

### **1. Reference**

The reference collection is designed to be available to all members at all hours the Library is open. These materials generally do not leave the Library and are selected for accuracy of information, ease of use for quick answers, timeliness and areas of great or frequent interest.

### **2. Fiction**

The fiction collection provides books for a wide range of interests of the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting popular demand for recreational reading.

### **3. Non-Fiction**

The Library will provide a general and diversified collection of materials in all subject areas. Special attention will be given to providing materials with current information particularly in areas such as medicine, technology, and finance.

### **4. Blind and Physically Handicapped**

Any juvenile or adult who cannot read or handle conventional printed matter because of a physical disability is eligible for the Library's Home Delivery service, specially selected Library resources such as large print or audio recordings, support services of interlibrary loan, talking books, or special materials supported by the Library of Congress. Please consult a librarian for more information about available services for the blind and physically handicapped.

### **5. 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 or by the Library's foreign language databases.

## **6. Literacy**

Materials in the literacy collection are selected to serve the needs of new adult readers and persons for whom English is a second language. There is heavy emphasis on materials teaching the basics of English language and grammar, materials on coping with everyday life situations, and other high-interest, low reading-level fiction and non-fiction titles and databases.

## **7. Textbooks**

Although the Library tries to serve students' needs as much as possible, textbooks are not purchased unless they are the best source of information on a given subject. Efforts will be made to obtain current textbooks from local elementary schools. These are shelved in Youth Services.

## **C. Non-Book Materials**

The criteria for and the methods of selection of non-book materials are listed in Section V.

Non-book items purchased by the Library for in-house use or for circulation includes but is not limited to downloadable articles, books, movies and music content, pamphlets, computer software, laptops and other computing devices, electronic databases, microfilm, children's kits, video games, board games, toys, puzzles, and puppets.

The acquisition of a variety of non-book materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

## **IX. Complaints**

Strong objection to any Library materials must be made in writing according to "Procedures for Handling Complaints about Library Materials" provided at the end of this policy. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures as well as forms for registering complaints may be obtained in the department where the material in question is housed, or in the Administration office.

The Brookfield Public Library subscribes to the provisions of the *Library Bill of Rights* and the *Freedom to Read and View Statements* as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which Library materials they will use. However, no one has the right to restrict the freedom of others to read or view whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

## **X. Collection Maintenance**

### **A. Duplicate Copies**

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

### **B. Weeding**

In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.

Items discarded are plainly marked and may be donated to the Friends of the Library for resale.

## **XI. Revision of Selection Policy**

Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed at least every two years pursuant to state statute (75 ILCS 5/4-7.2).

## **PROCEDURES FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS**

1. If members wish to file a complaint about Library materials, Form I, **Complaint About Library Material**, should be completed. This form stays on file with the Department Head. The Department Head will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
2. If members wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out Form II, **Request for Reconsideration of Library Material**.
3. When Form II is completely filled out and returned to the Library, the appropriate Department Head will review the complaint and the material to determine whether the item should remain or be removed from the collection. The Director should be informed of the complaint and of the decision.
4. The Department Head will write a letter to the member who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the member to the Library to discuss the matter with the Department Head and Library Director.
5. After an interview with the Department Head and Library Director, a member desiring further action can make a request in writing for a hearing before the Board of Library Trustees, which has final authority.

**FORM I  
COMPLAINT ABOUT LIBRARY MATERIAL**

Material: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Complaint Represents: \_\_\_\_\_ Individual \_\_\_\_\_ Organization

Reason for  
Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Took Form II: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date Form II Returned: \_\_\_\_\_

FORM II  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher or Distributor: \_\_\_\_\_

Request Initiated  
by: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Request represents: \_\_\_\_\_ Individual

\_\_\_\_\_ Organization, list name \_\_\_\_\_

\_\_\_\_\_ Other, list name \_\_\_\_\_

1. Have you read or viewed the entire work? \_\_\_\_\_  
If not, what parts? \_\_\_\_\_

2. To what in the material do you object? (Please be specific; cite pages or sections)  
\_\_\_\_\_  
\_\_\_\_\_

3. What good or valuable features do you find in the material? \_\_\_\_\_  
\_\_\_\_\_

4. What do you believe is the theme of this work? \_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of reading or viewing this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read any reviews of this material? \_\_\_\_\_

If yes, specify: \_\_\_\_\_  
\_\_\_\_\_

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL, PAGE 2

Do you think this material would be more appropriate for a different age group? Please explain:

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What would you like the Library to do about this material? \_\_\_\_\_

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Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? \_\_\_\_\_ If yes, please specify: \_\_\_\_\_

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Date: \_\_\_\_\_ Signature: \_\_\_\_\_