

## **Morton Public Library District Materials Selection Policy**

The selection of library materials is central to carrying out the Morton Public Library's mission described in part as to "actively connect people to books" and "provide opportunities for learning, collaboration and enjoyment."

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

The Library seeks to maintain a current collection with an emphasis on popular materials and with enough depth to meet the needs of the community. In accordance with the recommendations of *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the Library strives to allocate not less than 12% of its operating budget on 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 merit 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; other are selected to satisfy the learning or enjoyment interests of the community.

Reviews in professional recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authoritative sources, including best-seller lists, and the advice of competent people in specific subject areas may 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retaining or replacing essential materials, and by removing, on a systematic and continuous basis, items that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the Library collection may or may not be made available for public purchase at book sales.

The Morton Public Library endeavors to build a collection representing varying points of view. Acquisition of materials indicates an endorsement of usefulness only, not of the ideas they contain. The choice of library materials by patrons is an individual matter. Parents, not the Library, are responsible for what materials children read or use. The Library cannot deny access to library materials to a registered patron on the basis of age.

The Library supports intellectual freedom and also adopts as part of this policy the American Library Association Library Bill of Rights and the American Film and Video Association "Freedom to View" statement.

Request for reconsideration may be made only by registered patrons of the Morton Public Library District, and shall be made in writing on a "Comment Form" and given to the Library Director for a written response. Appeals are directed to the Library Board of Trustees for the final decision.

Approved May 10, 2016

Reviewed May 2022

## **Library Bill of Rights and Freedom to View Statements**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.*

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 of 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 guarantees 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 the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or 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.

*This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.*

## Comment Form for Library Materials

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

Author/Performer: \_\_\_\_\_

Publisher/Distributor : \_\_\_\_\_

Library Call Number: \_\_\_\_\_ Publication Date: \_\_\_\_\_

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

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

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

Are you a MPL cardholder? \_\_\_\_\_

Request Represents:

\_\_\_\_\_ Individual

\_\_\_\_\_ Organization; list name: \_\_\_\_\_

Have you read or viewed the entire work? Circle one:        YES        NO

If your answer is NO, what parts have you read or viewed?

To what in the material do you object? Please be specific; cite pages or sections.

What good or valuable features do you find in the material?

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? Circle one: YES NO

If your answer is YES, please specify:

What would you like the library to do about this material?

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

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

**FOR OFFICE USE ONLY**

Date Form received: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Decision: \_\_\_\_\_ Decision date: \_\_\_\_\_

Date requestor was notified of decision: \_\_\_\_\_

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