

HILLSIDE PUBLIC LIBRARY
MATERIALS SELECTION POLICY

PURPOSE OF THE LIBRARY:

VISION STATEMENT: The patrons of the Hillside Public Library, regardless of age, ethnic background or education experience will:

Have access to resources and technology that enhance their educational success and ultimately their quality of life;

Discover that the library is an inviting, welcoming place that appreciates and celebrates the diverse cultural richness of the community;

Have access to materials and programs that expand their horizons, enhance their self-esteem and support the family unit.

MISSION STATEMENT: The Hillside Public Library

- Supports an environment that encourages community interaction and the opportunity to benefit from cultural diversity.
- Offers services that address the need to read and to perform other essential daily tasks.
- Helps satisfy patrons' appetite for general information and recreational materials.
- Helps address the individual's desire for personal growth throughout life.

RESPONSIBILITY FOR SELECTION:

The Hillside Public Library Board of Trustees adopts this policy to determine the selection and maintenance of print and non-print materials that make up the library collection. The purpose of the policy is to support the library staff in the development of a balanced and useful collection of materials that reflects the roles of the library outlined in the mission statement.

The Library Board is responsible for establishing the materials selection policy of the library, for protecting the rights of all library users, and ultimately answering any and all questions regarding this 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. This is based on the assumption that no one person can know enough about all subjects or the reading needs and desires of all patrons, to be qualified to assume all the responsibility for selection. 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. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

SCOPE OF THE COLLECTION:

Within the scope of the Hillside Public Library Mission Statement, it is the aim of the library staff to develop a diverse collection which is adequate to support popular general interest and initial study. Circulating materials are supplemented by a variety of reference material for in-house use and remote access. Because the library serves a public embracing a wide range of ages, education backgrounds, and reading skills, staff will always attempt to select material of varying complexity. 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.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Hillside Public Library will 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.

SELECTION CRITERIA:

Reviews in professionally recognized periodicals are a primary source for materials 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 patrons
7. price
8. attention given to the item by reviews and general news media
9. availability of materials in other libraries
10. technical quality of non-book materials

WEEDING, REPLACEMENT OF MATERIALS:

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 which are removed from the library collection may or may not be made available for public purchase at book sales.

INTELLECTUAL FREEDOM:

In the Bill of Rights to the United States Constitution, the founders of the United States declared that certain fundamental freedoms should be essential to all citizens. A primary example is the freedom of expression and the right to publish diverse opinions and the right to unrestricted access to those opinions. The Board of the Hillside Public Library is committed to full and free use of all communications media and accepts the responsibility to ensure that the content of these communications are accessible to all without prejudice.

This Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for oneself library materials which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom to read or freedom to view of others. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

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. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

The Hillside Public Library endorses and adopts as its policy the principles articulated in the following statements: the *Library Bill of Rights*, the *Free Access to Libraries for Minors*, the *Freedom to Read Statement*, and the *Freedom to View Statement* adopted by the American Library Association (appended). This Board defends these freedoms and declares that whenever censorship is involved, no book or library material shall be removed from the Library save under the orders of a court of competent jurisdiction.

COMPLAINT PROCEDURES:

If a patron objects to an item in the Library collection, he or she should be given the "Request for Reconsideration of Library Materials" form to complete. After the form has been filled out, a meeting between the patron and the Library Director will be arranged.

If an objection from a Hillside resident is not completely resolved, the resident is invited to bring the matter to the Board's attention at the next regularly scheduled Board meeting. A decision by the Library Board and the Librarian to keep an item in the collection will stand unless a subsequent judicial decision is rendered that the material should be removed from the collection.

GIFT POLICIES:

The Hillside Public Library materials collection has been enriched and enhanced by donations of books, periodicals and other materials. Gift material to be added to the library collection must meet the library's needs and the general selection criteria. Any large donations of materials, which would comprise a unique or coherent collection, would be subject to restrictions as determined by the Hillside Public Library Board.

Monetary donations for memorials or other purposes are welcomed. The general nature or subject area of the material to be purchased may be based upon the preferences of the donor. Library staff will make selection of specific titles. A letter from the Library indicating receipt of materials is sent to each donor, if requested. If applicable, gift material selected for inclusion will be integrated into the general collection and designated with a donor plate.

The library will not accept gifts or special collections that have restrictions as to use, permanence and/or location. Gifts must be unconditional and non-returnable. Donations of material that are not added to the collection will be offered for sale by the Friends of the Library. No staff member will assign a monetary value to any donated materials. The quantity of gift material may be acknowledged for tax purposes at the request of the donor.

REVIEW OF THE MATERIALS SELECTION POLICY:

The Board of Trustees shall establish, and review at least biennially, the written policy for the selection of library materials.

APPENDIX:

1. LIBRARY BILL OF RIGHTS
2. FREE ACCESS TO LIBRARIES FOR MINORS
3. FREEDOM TO READ STATEMENT
4. FREEDOM TO VIEW STATEMENT
5. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM
6. DONATION OF MATERIALS FORM
7. ACKNOWLEDGEMENT OF DONATION FORM

Adopted by the Hillside Public Library
Board of Trustees
June 14, 1989
Revised December 11, 1991
Revised September 9, 1998
Revised September 21, 2005

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.

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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the LIBRARY BILL OF RIGHTS

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be

determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users. Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹

Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected. The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents.

As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Lack of access to information can be harmful to minors.

Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975)—“Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See *Tinker v. Des Moines School Dist.*, *supra*. Cf. *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943).” Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, June 30, 2004, by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the

subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of view and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting

can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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 should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality freely upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

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 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 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 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.

Endorsed by the ALA Council January 10, 1990

APPENDIX #4

HILLSIDE PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author/Composer/Performer: _____

Title: _____

Publisher/Producer _____

Hardcover _____ Paperback _____ Film/Video _____

Recording _____ Periodical _____ Pamphlet _____

Other _____

Request Initiated by: _____

Address: _____ Phone _____

City: _____ Zip Code: _____

Citizen Represents: Self _____

Organization _____ Name: _____

Other _____ Name: _____

Are you familiar with the Hillside Public Library Materials Selection Policy, the Freedom to Read and the Freedom to View statements? (If no, copies are available in the Business Office.)

Yes _____ No _____

To what in the material do you object? Please be specific, cite pages, record side, band number, etc.) _____

Did you read, hear, or view the entire work? If "NO," why not? _____

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

Are you aware of the judgment of the material by reviewers or evaluators?

For what age group would you recommend the material? _____

What do you believe is the purpose or theme of the material? _____

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

Re-examine/re-review it _____

Restrict its use _____

Withdraw it from the collection _____

Can you recommend material that would convey the same value and perspective of our society that the library could consider for purchase?

DATE

SIGNATURE OF CITIZEN

FOR LIBRARY USE ONLY:

Consultation Date: _____ **Time:** _____ **Library Administrator:** _____

Conclusions:

APPENDIX #5

HILLSIDE PUBLIC LIBRARY

DONATION OF MATERIALS

I am donating _____ _____ to the Hillside Public Library with
 (numbers) (items)
 the understanding that they will be added to the collection if they meet library
 needs. If not, they may be disposed of in any suitable manner. I understand that by
 signing this form I relinquish all ownership rights to the materials in question, and
 that these materials will not be returned to me if they are not added to the library
 collection.

Although the library acknowledges gifts for tax purposes, it cannot be responsible
 for assessing monetary value of gifts.

 Signature of Donor

Mr. Mrs. Ms. _____

Name

 Address

ACKNOWLEDGEMENT REQUESTED _____

Staff Initials _____

APPENDIX #6

HILLSIDE PUBLIC LIBRARY

ACKNOWLEDGEMENT OF DONATION

DATE _____

TO WHOM IT MAY CONCERN:

_____ **HAS DONATED**
(name of donor)

_____ **TO THE HILLSIDE PUBLIC**
(number) (items)

**LIBRARY. THE LIBRARY IS UNABLE TO ASSESS A MONETARY VALUE
TO THE GIFT.**
