

Hillside Public Library Materials Selection Policy

SCOPE OF THE COLLECTION

Within the scope of the Hillside Public Library's mission statement, library staff aims to develop a diverse collection to provide popular materials and support general interest and initial study. Because the library serves a wide range of varied backgrounds, interests, and points of view, materials selection reflects the interests and needs of the community without restrictions. Materials will be selected in a variety of formats including print, non-print, and electronic materials.

RESPONSIBILITY FOR SELECTION

The Hillside Public Library Board of Trustees is responsible for establishing the materials selection policy of the library, for protecting the rights of all library users, and ultimately for answers all questions regarding this policy. The authority and responsibility for the selection of library materials are delegated to the Library Director, who may designate additional staff members to serve as selectors. Selectors choose and discard items for library collections within the scope of assigned areas using their professional judgment.

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.

SELECTION CRITERIA

Library staff members are assigned selection areas and assigned a budget to purchase materials for their area. Items for purchase are identified through:

- Reviews in professionally recognized periodicals and news media
- Authenticity of the information
- Community interest
- Popularity of the author or other creator
- Authority of the author, creator, or publisher
- Physical features and format
- Currency or timeliness, if applicable
- Price
- Availability of materials in other libraries
- Ability to troubleshoot or keep the material in good working order
- Space to house the material

INTELLECTUAL FREEDOM

The Bill of Rights declares 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 Hillside Public Library Board of Trustees is committed to full and free use of all communications media and accepts the responsibility to ensure that the content of these communications is 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 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 their own use and for their children, they 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 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

Any resident or taxpayer of the Hillside Public Library has a right to question the inclusion or exclusion of any title by completing the "Request for Reconsideration of Library Materials" form and sending it to the Library Director. After the form has been received, the Library Director will contact the patron to arrange a meeting.

If after meeting with the Library Director the objection is not completely resolved, the resident is invited to bring the matter to the Board's attention at a regularly scheduled Board meeting. A decision by the Library Board 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.

Since all political, religious, and social opinions should be represented in a public library, no group or individual will be permitted to impose a partisan emphasis upon the Library's collection. Frankness of language will never be considered a sufficient justification to remove or restrict library materials.

DONATIONS

The Hillside Public Library gratefully accepts unrestricted donations of books, periodicals, and other materials. Donations of materials to be added to the library collection must meet the library's needs and the general selection criteria. Gifts must be unconditional and non-returnable. Donations of materials that are not added to the collection may be offered for sale by the Friends of the Library or discarded at the discretion of the Library Director. The Library does not provide appraisals of donated items. The Library will provide a receipt to serve as proof of donation, if requested.

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 select 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.

REVIEW OF POLICY

The Hillside Public Library Board of Trustees shall establish and review the written policy for the selection of library materials.

APPENDIX

1. Request for Reconsideration of Library Materials Form
2. Donation of Materials Form

APPENDIX #1
HILLSIDE PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: _____

Title: _____

Publisher/producer: _____

Format: ☐ Hardcover ☐ Paperback ☐ Film/video ☐ Recording ☐ Pamphlet
 ☐ Periodical ☐ Other, please describe: _____

Are you familiar with the Hillside Public Library Materials Selection Policy, the Freedom to Read Statement, and the Freedom to View Statement? ☐ Yes ☐ No

Have you read, watched, or listened to the entire work? ☐ Yes ☐ No

If you answered no, why not? _____

What do you find objectionable in this work? Please explain and cite pages or sections.

What do you feel might be the result of reading, watching, or listening to the material?

Can you recommend an alternative work that would convey the same value and perspective?

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

☐ Re-examine/re-review it ☐ Restrict its use ☐ Withdraw it from the collection
☐ Other, please describe: _____

Requestor name: _____ Phone: _____

Address: _____

Email: _____

Organization, if applicable: _____

STAFF USE ONLY

Consultation date and time:

Conclusion:

APPENDIX #2
HILLSIDE PUBLIC LIBRARY
DONATION OF MATERIALS

I, _____, am donating _____ to the Hillside Public Library
(name) (number) (item type)
with 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.

The library would be happy to provide a receipt for tax purposes, upon request, but cannot be responsible for assessing monetary value of gifts.

Signature of donor

Donor name

Donor address

Staff use only

☐ Acknowledgement requested

Staff initials: