

## **Havana Public Library District Materials Selection 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 Havana Public Library District allocates a percentage 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or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.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 Havana 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.

Requests for reconsideration may be made only by patrons who:

- a. Reside within the Havana Public Library District
- b. Maintain a current patron account (i.e. library card) in good standing (i.e. not banned, blocked, or otherwise barred)

Requests must be made in writing and given to the library director for a written response. Appeals are directed to the Board for the final decision. The Havana Public Library District provides two forms for this purpose—the "Complaint About Library Material" form and the "Request for Reconsideration of Materials" form.

*Approved by the Havana Public Library District Board of Trustees, May 11, 2017*

*Amended and Approved by the Havana Public Library District Board of Trustees, February 10, 2022*

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 I Returned: \_\_\_\_\_

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

FORM II: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

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

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

Publisher or distributor: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

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

City: \_\_\_\_\_

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

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

Request represents:

Individual \_\_\_\_\_ Organization (list name) \_\_\_\_\_

Other (list name) \_\_\_\_\_

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

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

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

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

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

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6. Have you read any reviews about this material? If yes, please specify.

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

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

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9. 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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Signature:

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