



Two locations serving the communities of Granite City, Mitchell, and Pontoon Beach.

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## **SIX MILE REGIONAL LIBRARY DISTRICT**

### **Materials Selection Policy**

The Six Mile Regional Library District (SMRLD) serves the people of Granite City, Mitchell, and Pontoon Beach. The Board of Library Trustees recognizes that within the community, there are groups and individuals with disparate interests, backgrounds, cultural heritages, social values, and needs. The Board further recognizes that the Library is meant to serve all of the people of 62040 regardless of age, race, gender, creed, sexual orientation, national origin, or political or social views.

It is in the public interest for libraries to make available the widest possible diversity of views and expressions. The Board of Library Trustees understands that some items and resources are controversial and could be offensive, shocking, or boring to some individuals and may be meaningful and significant to others. It is in the public interest for SMRLD to make available diverse views and expressions, including those which may seem unorthodox or unpopular with the majority. While everyone is free to reject titles of which they do not approve for themselves and their children, they cannot restrict the freedom of others to choose what to read, hear, or view.

The public library does not advocate for the ideas found in its collection; rather, the public library provides a safe haven for those ideas. The selection of any item or resource does not constitute an endorsement of its contents by the Library.

SMRLD is a member of the Illinois Heartland Library System, which maintains a shared catalog and participates in a shared collection. The library provides free access to materials in a number of formats to all customers.

**Purpose:** This policy guides staff and informs the public of the principles upon which collection development and management decisions are based. Collection development and management is the ongoing process of assessing the materials available for purchase or licensing and making the decision, first, on their inclusion, and, second, on their retention. This policy supersedes any former collection development, materials selection, or similar policy.

#### **General Criteria for Selection**

The selection of materials is governed by the mission statement: *the Library makes a significant difference in the everyday lives of the people, institutions, and communities of Granite City, Mitchell, and Pontoon Beach by listening, understanding, and then transforming needs into proactive library services.*

**Library Board Responsibilities:** The responsibility for the policy governing the inclusion of materials in the library collection rests with the board of trustees. The board endorses the American Library Association's "Freedom to Read" statement, the "Library Bill of Rights," and the "Freedom to View" statement. The board delegates the administration of the library to the library director. The board is responsible for establishing and reviewing a written policy for the selection of library materials. [75 ILCS 5/4-7.2]

The [Freedom to Read](#), the [Library Bills of Rights](#), and the [Freedom to View](#) statements are available online from the American Library Association.

**Library Staff Responsibilities:** In accordance with Illinois library law, overall responsibility for collection development including selecting, ordering, maintaining, and deselecting all library materials shall be delegated to the library director who operates within the framework of policies determined by the board. Under the library director's delegation, collection development and management activities are administered by the library's selectors, who exercise subject knowledge, open-mindedness, and promptness when evaluating materials for inclusion into the collection. Ultimate responsibility for the library's collection resides with the library director.

All members of the staff, Library trustees, and residents may [recommend titles for purchase](#). All requests are given serious consideration. An attempt will be made to borrow through interlibrary loan any requested item which is out of print or which the Library determines does not meet the criteria for purchase.

The collection is designed to meet the needs of the residents of the Library district. Patrons need and request access to a wide variety of educational, recreational, and cultural materials. It is the duty of the staff to acquire materials which meet those needs, even though materials may present views contrary to the personal beliefs of staff members, library trustees, community organizations, or individuals. 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 this written policy. [75 ILCS 5/4-7.2]

Library users make their own choices as to what they will use based on individual interests and concerns.

**Selection Criteria:** Each year, far more titles are published in print, audiovisual, and electronic formats than the Library can purchase. Therefore, staff must be selective in what they acquire for the Library's collection. Selectors consider factors such as customer interest, cost, and space. They also take into account anticipated or existing demand; local interest; reputation and skill of the author, performer, or artist; existing Library resources in the subject area; published reviews; availability of titles from other sources; and the physical durability of an item. No Library material shall be excluded because of the race, nationality, political or social view of the creator.

General criteria for selecting and acquiring Library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- public demand, interest, and/or need
- item appears on bestseller lists or is highlighted by popular media
- contemporary significance, popular interest, or permanent value
- attention of critics and reviewers
- timeliness of material
- relation to existing collections
- authenticity of historical, regional, or social setting
- items are of local significance and history
- hardware and software requirements
- budget and space considerations

The purpose of SMRLD's collection is to provide the materials most in demand by the community. It is not to serve as an archive of historical materials nor as an institute for advanced scholarly or professional research.

**Selection Sources:** The Library uses standard library vendors' acquisitions products, online

selection, and ordering modules. Selectors' sources include, but are not limited to, publisher's catalogs, online resources, professional journals, published reviews, national bestseller lists, and other available sources used for special requests.

Selection is only one aspect of collection development. Attention is also given to assessing the need for discarding resources. These responsibilities are carried out by qualified staff authorized by the library director.

**Weeding:** To maintain a vital, current collection which meets the needs of the community, continuous review is necessary. To make space for in-demand materials, less popular items must be withdrawn on a regular basis.

Weeding is the methodical evaluation and deselection of the collection: the process of removing materials from the active collection for withdrawal or transfer. It is necessary in order to keep the collection responsive to customers' needs, to ensure the collection's vitality and usefulness to the community, and to make room for new materials. Studies show that a regularly weeded collection produces ease of use for the customer and higher circulation statistics. Deselection criteria include but are not limited to the following:

- Materials that are outdated and/or contain misinformation
- Books no longer of interest or in demand
- Unused duplicates
- Worn or damaged copies

The Library may dispose of any materials by transfer of ownership or discard, as staff deem appropriate. Suggestions for deselection may be made by all staff, however final deselection decisions are made by the selectors. Withdrawn Library titles may not be reserved for specific individuals. The Library will transfer most deselected items to the Library's Friends of the Library for their annual book sale, from which proceeds are used to benefit the Library.

**Donations & Gifts:** SMRLD gratefully accepts donations and gifts of books and other materials in good condition with the understanding that they will be considered for addition to the collection in accordance with the selection criteria outlined above. Collections of materials that require special housing or otherwise cannot be integrated into the general collection are not usually accepted. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection. Typically, the Library donates such materials to the Friends of the Library.

According to the Library's *Fiscal Accountability and Investment of Public Funds* policy, donations of money, real property, Library books or other materials, equipment, or services to SMRLD may be accepted when such a gift or its acceptance adheres to the following. An exception may be made for institutional funds comprising an endowment which shall be invested in accordance with applicable law.

- a. Contributes to the achievement of the SMRLD Strategic Plan.
- b. Does not conflict with SMRLD policies.
- c. Does not impose any restriction on SMRLD as a condition of the donation, unless such restriction is formally accepted by SMRLD action.
- d. Is not likely to be perceived as an endorsement of an individual, a product, or a service.
- e. May be used or disposed of at the discretion of SMRLD, unless otherwise mutually agreed to by the donor and the SMRLD Board at the time of the donation.

The Library does not appraise donations nor does the Library arrange for the appraisals of items.

The Library cannot accept donations of Readers' Digest, textbooks, encyclopedia sets, National Geographic magazines, toys, puzzles, outdated technology, VHS tapes, cassette tapes, and/or 8-track tapes. Magazine donations will be forwarded to the Hospital Auxiliary for distribution; magazines are to be no older than six months.

Monetary donations to purchase materials in honor or memory of others are accepted by the Library. The donor may recommend an age level, broad subject area, or format. The Library will attempt to honor the donor's wishes if the donor's recommendations are consistent with Library policies, current needs, and available space. The Library does not guarantee that expenditures will be made in the recommended categories. Library staff will make selections of specific titles. Materials purchased with donated funds become a part of the Library's collection subject to the Library's normal guidelines for weeding and disposal.

## **Special Collections**

### **Genealogy and Local History Collection**

**Scope Statement:** The purpose of the genealogy and local history collection is to make accessible primary and secondary source material that addresses the genealogy and local history needs of the Library's community. This collection consists primarily of materials that further the understanding of the civic, social, religious, cultural, political, and economic life of the communities of Granite City, Mitchell, and Pontoon Beach alongside some materials pertinent to the wider Tri-Cities area, which consists of Granite City, Madison, and Venice. The genealogy portion of the collection includes materials that cover the migration trails into Madison County, Illinois, and immigration from other countries. The collection also consists of materials that provide instruction in the practice of genealogy, local history, preservation, oral history, and similar topics.

The materials in the collection exist in print, microform, and electronic formats. Resources include, but are not limited to, city directories for the Tri-Cities, high school yearbooks for the Granite City School District, high school newspapers for the Granite City School District in digital format, Granite City newspapers in microform and digital format, published books, and primary source materials. The collection also contains several three-dimensional artifacts pertaining to local industrial production.

**Selection Criteria:** The following criteria is considered when selecting items for inclusion in the collection:

- Relevance to the history of Granite City, Mitchell, and Pontoon Beach or to the genealogical history of their inhabitants
- Non-duplication of material within the collection or within other archives in Madison County
- Authenticity and completeness of record
- Quality of physical form of the material
- Ease of use for patrons
- Cost to preserve, store, and process material
- Security requirements to store and/or display material
- Lack of restrictions requested by donor

Items may be accepted in any format, including manuscript, printed, or digital. Three dimensional artifacts will not be accepted unless they can be properly housed and are deemed appropriate to the collection. Due to HVAC and physical space limitations, the local history and genealogy collection cannot serve as a climate-controlled archive for valuable or delicate items. The local history collection does not serve as a legal repository for any material, and is not responsible for selecting, retaining, or providing access to any

material required by law to be kept as official documents or archival records.

**Donations & Gifts:** The Library welcomes donations to the local history and genealogy collection that fit within the collection's scope at the Library's discretion. Transfer of ownership – and copyright if appropriate – is governed by a Deed of Gift signed by the donor. The Library only accepts items for which the donor agrees to transfer ownership to the Library. Permanent loans are not accepted. The Library only accepts materials with access-limiting restrictions when said restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Any restrictions are recorded on the deed of gift and are adhered to by the Library. All restrictions will specify a date when full access is granted.

The Library reserves the right to decide how donated material is displayed or stored, how the material may be used by the public –subject to any reasonable and necessary restrictions in the deed of gift – and how long the material is retained. Materials in the local history and genealogy collection may be scanned and placed on the Internet for viewing (subject to applicable copyright law), may be moved from the local history collection to other sections of the Library, may be sold, or may be transferred to another library.

The Library will not conduct any monetary appraisals for donors nor give tax advice. Any monetary appraisals are the responsibility of the donor and should be conducted before transferring materials to the Library. The donor is responsible for determining the legal status of all documents donated to the Library.

The Library has the right to refuse any offered donation and will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt. The Library may also refuse a donation based on the selection criteria.

**Weeding:** As with the Library's other collections, the genealogy and local history materials are weeded on an ongoing basis and items no longer deemed appropriate to the collection may be withdrawn. Some of the criteria for withdrawal are:

- The item does not fall within the scope of the Library's mission or its collection development policy.
- The item lacks sufficient provenance to determine its authenticity or significance
- The item cannot be salvaged due to advanced deterioration
- The item is duplicative, and a better example already exists in the collection
- The Library is no longer able to appropriately maintain the item
- The item poses a threat to the safety of the public or other collections

Withdrawn items will be disposed of according to the guidelines contained in the Library's materials selection policy.

**Digitization:** In alignment with the Library's mission to strengthen our community and enrich lives by providing equitable access to information, the Library's digitization program serves to produce, organize, disseminate, and maintain a collection of digital content that expands free public access to materials of local significance or value. Physical materials owned by SMRLD may be considered for digitization based on the following criteria:

- The Library must obtain rights or access (public domain, creative commons license, or SMRLD must hold the copyright or obtain permission to digitize and provide unrestricted access)
- Collection must be capable of organization and metadata description to facilitate information access and retrieval
- Digitization is within the Library's means (format, size, quality, and quantity of digitized content and relative costs)

- Subject matter is appropriate for Library collections with clear scope; local or historical significance, community impact or value, and fits the Library's strategic priorities

**Protection of Public Interest:** The Six Mile Regional Library District believes in the freedom to choose or to express one's opinions, even if they are unpopular with some segments of the population. Any resident has the opportunity to [suggest the purchase](#) of a title for the Library's collection. Residents may also submit a [Statement of Concern](#) for materials they find objectionable. Frankness of language and/or graphic content is not considered sufficient justification in itself to remove or restrict library items or formats. Titles with viewpoints or content deemed objectionable by a resident are judged as entire works, not on isolated passages or sections.

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