

Materials Selection Policy *(Board of Trustees Approved: January 2021)*

The Forest Park Public Library establishes and maintains a large, well-balanced collection of print and non-print materials to meet the recreational and informational needs of our community.

I. Responsibility

The responsibility for the policy governing the inclusion of materials in the Library collection rests with the Board of Trustees. The actual task of selection is delegated to the Director and the professional staff members knowledgeable in each of the various subject areas who choose materials which fit within the following guidelines.

II. Criteria For Selection And Maintenance

- A. New materials are selected on the basis of readability, accuracy of the information presented, format of the material, and the varied interests of the community. The existing holdings of the Library are also taken into account so a variety and balance of perspectives may be found.
- B. Materials may be withdrawn if their appearance has deteriorated, or if the information contained is no longer current or accurate. Decisions regarding withdrawal may also be based on lack of circulation. Excess space shall not be a reason for keeping materials.
- C. Patron requests shall be considered for purchase, and shall be subjected to the same review process as all other selections.
- D. The Forest Park Public Library accepts and endorses the American Library Association's Freedom to Read Statement, Library Bill of Rights, and Freedom to View Statement.

III. Material Reconsideration

- A. Patrons or employees wishing reconsideration of Library materials can request a Resident's Request for Reconsideration of Library Materials Packet at any public service desk. The packet contains (1) instructions for completing the form and the procedures that will be followed subsequent to the receipt of the completed form, (2) the required form, and (3) a description of the hearing procedure for reconsideration of materials. No materials will be reviewed without following the outlined procedure.
- B. Each completed form will be acknowledged by the Library Director, or in the Director's absence by the interim/acting library Manager, within five business days. All requests for reconsideration must include the patron's signature. Anonymity of the patron cannot be guaranteed. Completed forms are public documents that are subject to FOIA requests. Verbal requests at board meetings or on social media are also not protected privacy.
- C. All decisions made by the Board of Trustees regarding retention or removal of materials shall be final.

IV. Gifts, Special Collections, and Memorials

- A. The decision to include gift materials is based upon the Library's criteria for selection.
- B. The Library shall not accept special collections of materials that are to be kept together as a separate physical entity, nor shall it accept gifts with restrictions as to use, permanence and/or location.
- C. Cash donations may be made for the purchase of memorial materials. The selection shall be made by the librarian based on the interests of the deceased, the wishes of the donor and the needs of the Library.
- D. All gifts shall be acknowledged and a formal receipt given upon request. No staff member shall assign a monetary value to any gift nor include such information on any receipt.