

# East Moline Public Library

## Acquisition Policy

### Philosophy of the Acquisition Policy

1. The East Moline Public Library maintains that in a democratic society, the individual has a “right to read”
2. To guard this right, the Board of Trustees subscribes to the following statements of the American Library Association: “Library Bill of Rights”, “Labels & Rating Systems”, and “Freedom to View”.

The policies and principles of materials selection for the East Moline Public Library are correlated with the established objectives of the Library. These objectives are:

- a. To provide books and related materials that meet the needs of the community as a whole and to enrich the lives of individuals.
- b. To help create an informed community.
- c. To serve as a community resource for reliable information and research.
- d. To provide guidance to library patrons on both a group and individual basis.

### Responsibility for the Selection of Library Materials

1. Overall responsibility for collection development rests with the Library Director who operates within this framework of policies determined by the Board of Trustees. Typically, the Library Director delegates or shares this responsibility with designated members of the staff. However, all members of the staff and patrons may recommend titles for consideration, and recommendations for materials from citizens of the community should be encouraged.

### Criteria for Selection

1. Materials will be acquired in a variety of forms (print and non-print) to meet the needs of the community regardless of race, creed or religion, taking into consideration variations in educational level, taking into consideration variations in reading ability, and reading interest.
2. Selection of all material will be based on the following criteria:
  - a. Significance and permanent value to the existing collection
  - b. Qualifications of author or producer

- c. Suitability of subject and style for intended audience
- d. Quality of format
- e. Timeliness
- f. Demand by patrons
- g. Price
  
- h. Attention given to the item by reviewers and general news media
  
- i. Availability of materials in other libraries
  
- j. Technical quality of non-book materials

In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

## Selection Tools

1. Libraries depend on reliable selection aids because it is impossible for librarians to examine all items being considered for purchase. The librarians regularly depend on the reviews found in standard sources. Other selection aids, such as “Notable Book” lists chosen by the American Library Association, National Book Awards lists, Pulitzer Prize lists, and published lists of bestsellers may also be used as required.

## Scope of Collection

1. Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

## Policies for Selection of Non-Book Materials

1. The library will acquire non-book materials that enhance the collection and meet community needs.
  
2. The audio collection will consist of a variety of musical and spoken materials for both juvenile and adult levels of interest. The criteria for the selection of audio materials take into consideration the literary and educational value of the work.

3. A selected list of popular periodicals as well as a few technical periodicals and some designed for those interested in leisure pursuits will be acquired.
4. The library subscribes to local newspapers.

## Censorship

1. The Board of Trustees adheres to the policy that as a guardian of the people's freedom to read, it's their responsibility to uphold the principles set forth under the First Amendment to the Constitution and to resist pressure from individuals or groups seeking to impose their standards or tastes on the community at large.
2. Strong objection to any library materials must be made in writing in accordance with "Procedures for Handling Complaints about Library Materials" provided at the end of this section. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures as well as forms for registering complaints may be obtained at the library.
3. The East Moline Public Library subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

## Duplication

1. The number of copies purchased varies with the expected use of any item.

## Weeding the Collection

1. In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition. Those weeding will adhere to the CREW (Continuous Review, Evaluation, and Weeding) method of collection maintenance.
2. In order to keep the collection up-to-date and to utilize it in the best way possible, the collection needs to be evaluated at least annually.
3. Monthly periodicals are kept for one year, weekly periodicals are kept for three months.
4. Local newspapers are kept for three months.

## Gifts

1. Although the library is a tax-supported institution, gifts are an effective way of enhancing the collection.

2. The Library Director has final authority in regards to the distribution of accepted materials.
3. Material donations will be accepted only if no restrictions are attached and may be disposed of at the discretion of the Librarian.

### Cooperation with Other Libraries

1. The library has a reciprocal borrowing agreement with all libraries within the RiverShare Library System and will acknowledge the cards of patrons of outlying libraries if those libraries will reciprocate.
2. The Board of Trustees adheres to the "Illinois Interlibrary Loan Code". (See Appendix)

### Conditions for Review

1. The Library Director and the Board of Trustees will review the foregoing acquisition policy every three years.
2. Any revisions to this policy will be made with the Board of Trustees approval.

### Procedures for handling complaints about library materials.

1. If patrons wish to file a complaint about library materials, Form I, "Complaint About Library Materials", should be completed. This form stays on file with the Library Director. The Library Director will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
2. If patrons wish to have materials reconsidered (as opposed to filing a complaint without definite action) they may fill out Form II, Request for Reconsideration of Library Materials.
3. When Form II is completely filled out and returned to the library, the Library Director will review the complaint and the material to determine whether the item should remain or be removed from the collection.
4. The Library Director will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Library Director.
5. After an interview with the Library Director, a patron desiring further action can make a request in writing for a hearing before the Board of Trustees, who has final authority.

FORM I  
COMPLAINT ABOUT LIBRARY MATERIAL

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

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

Publisher/Distributor: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Complaint represents: \_\_\_\_\_ Individual

\_\_\_\_\_ Organization, list  
Name: \_\_\_\_\_

Reason for  
Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Took FORM II: \_\_\_\_\_ Yes      \_\_\_\_\_ No

Date FORM II  
Returned: \_\_\_\_\_

FORM II  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

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

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

Publisher/Distributor: \_\_\_\_\_

Request Initiated

by: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Request represents: \_\_\_\_\_ Individual

\_\_\_\_\_ Organization, list name \_\_\_\_\_

Have you read or viewed the entire work? \_\_\_\_\_ If not, what parts did you  
read/view? \_\_\_\_\_

\_\_\_\_\_

To what in the material do you object? Please be specific, cite pages or  
sections: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What good or valuable features do you find the material? \_\_\_\_\_

\_\_\_\_\_

What do you believe is the theme of this work? \_\_\_\_\_

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

\_\_\_\_\_

Have you read any reviews of this material? \_\_\_\_\_ If yes, specify:

\_\_\_\_\_

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

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What would you like the library to about this material? \_\_\_\_\_

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Can you recommend another material that would convey as valuable a picture and/or perspective of the subject treated? If yes, please specify \_\_\_\_\_

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