

**COAL CITY PUBLIC LIBRARY DISTRICT  
COLLECTION MANAGEMENT POLICY**

**APPROVED BY THE  
BOARD OF TRUSTEES**

**REVISED  
DECEMBER 8, 2015**

## **COAL CITY PUBLIC LIBRARY DISTRICT COLLECTION MANAGEMENT POLICY**

The library provides resources, services and programs to help residents of all ages meet their educational, informational, recreational, historical and intellectual needs.

The Coal City Public Library District is located in the eastern portion of Grundy County, Illinois. The District includes the Villages of Coal City Diamond and Carbon Hill, and some unincorporated areas.

The library district is substantially larger than the Village of Coal City. The boundaries of the library district are corresponding with the boundaries of the fire protection district. The Library District includes all of Felix Township, most of Braceville Township and portions of Aux Sable, Goose Lake, Maine, and Wauponsee Townships.

### Audience

The Coal City Public Library District's residents include individuals of all ages and abilities. Special materials for children and teens take into consideration developmental and educational needs as well as demand for recreational reading and materials to promote literacy. The needs of seniors for materials in special formats and/or on particular topics are also addressed by the library's collections. Materials for adults include items appropriate for business, leisure, home and personal and educational use.

### Purpose

Recognizing that our service area incorporates individuals of all ages who represent a multiplicity of racial and ethnic backgrounds, economic and educational levels and physical and mental abilities, the Coal City Public Library District builds collections that mirror and support this diversity. The collections include materials and resources that reflect a variety of political, economic, religious, social, minority and sexual issues and support intellectual freedom by providing access to ideas.

The purpose of the Collection Management Policy of the Coal City Public Library District is as follows:

1. To select and acquire a collection of books, materials, and technology to meet the needs of patrons with different interests, abilities and educational backgrounds within the limitations of the current budget and the availability of materials.

2. To develop and maintain a collection of early learning materials for preschool children to guide them toward the enjoyment and appreciation of reading.
3. To select and acquire materials for students to supplement their school collections.
4. To anticipate the diverse interests and skills of patrons of all ages and select materials accordingly.
5. To help the library staff in selecting materials.

### Types of Materials

The collection of library materials may include but not be limited to the following materials:

1. Art Prints
2. Books
3. Books on CD
4. Books on Tape
5. CD-ROMs
6. Compact Discs
7. Computer software programs
8. Video games
9. DVDs
10. E-Books and E-Magazines
11. Emedia library downloads
12. Freegal music downloads
13. Government Documents
14. Large print books
15. Maps
16. Microfilm
17. Periodicals
18. Playaways
19. Reference books
20. Subscription databases
21. Vertical file
22. Videos
23. Textbooks

### Responsibility for Selection

1. Responsibility for the initial selection of materials lies with the professional library staff.
2. Final selection is the responsibility of the library director, who operates within the framework of the policies determined

by the Board of Trustees of the Coal City Public Library District.

### Criteria for Selection

1. The Coal City Public Library District subscribes to the selection principles contained in the Library Bill of Rights, adopted and amended by the American Library Association, the Freedom to Read Statement and Freedom to View. (Appendices A, B, & C)
2. Materials are selected with attention to variety, value and interest to library patrons.
3. In order to obtain a balanced collection, materials may be considered based on the needs and degree of interest expressed by library patrons.
4. The library realizes that some materials are controversial and may offend some patrons. Parents and legal guardians are solely responsible for materials used by juveniles. The selection of materials will not be inhibited by the possibility that they may come into the possession of juveniles.
5. Videos and DVDs are rated by the Motion Picture Association of America and will circulate accordingly. All other library materials will not be labeled or otherwise identified to show approval or disapproval of their contents and no item will be withdrawn, except for protecting it from injury or theft. A copy of the Labels and Rating Systems is attached. (Appendix D)
6. In order to be included in the library collection, all materials, whether purchased or donated, are influenced by the following:
  - a) Professional judgment
  - b) Appeal to the interest and needs of the community
  - c) Current and historical significance
  - d) Attention of critics and review
  - e) Price and format
  - f) Authenticity
  - g) Relationship to existing collection
  - h) Patron demand
  - i) Timeliness
  - j) Readability
  - k) Award winners
  - l) Spatial constraints

7. When selecting electronic materials, the library considers the following criteria:

- a) Ease of use
- b) Accessibility to multiple users
- c) Access to needed equipment
- d) Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms or general utility
- e) Continued access to retrospective information when necessary or desirable
- f) Reduction of space requirement over print products
- g) Cost

8. Patrons are encouraged to recommend materials.

#### Selection Aids

1. Whenever possible, reviews will be read before purchasing materials.
2. If reading or previewing is not possible, the staff will use selection aids such as bestseller lists, current bibliographies for reference books and reviewing journals. No one publication is relied on exclusively and opinions of reviewers are checked against each other whenever feasible.

#### Material Gifts

1. The Coal City Public Library District is grateful for gifts, books, periodicals and other materials donated with the understanding that they will be added to the collection when needed.
  - a) All material received will become the property of the Coal City Public Library District.
  - b) Materials are not acceptable if they do not meet the library's standards, or their physical condition is unsatisfactory.
  - c) Items not accepted for the library collection may be sold at a library book sale, offered to another library, or disposed of in some other manner.
2. The library also welcomes memorials, bequests, and monetary gifts if their use in no way conflicts with the

policies of the library. Every effort will be made to respect the intent of the donor's wishes.

3. The library shall make no attempt to place a monetary value on any in-kind donation.
4. Additional information pertaining to gifts may be found in the Finance Policy.

#### Maintenance of the Collection

1. The library collection will be continuously examined for the purpose of discarding, binding or repairing materials so that a balanced, timely and attractive materials collection may be maintained.
2. In deciding which materials are to be withdrawn from the collection and discarded, the same rules shall be followed as for the selection of materials.
3. Lost materials may be replaced or updated.
4. Discarded items will be disposed of or sold at a library book sale.
5. The library preserves those materials that cannot be replaced, and that continue to have long-standing or permanent significance to the overall collection. The library may use a variety of means to preserve such materials, including preservation photocopying, microfilming, encapsulation, digitizing, replacement of content through the purchase of another edition, rebinding, de-acidifying, custom reprinting, and use restriction. The library also encourages preservation of materials by educating the public and staff about care of materials and by instituting procedures for proper handling and storage of materials.

#### Reconsideration of Materials

1. The library's philosophy is that censorship is a purely individual matter. While anyone is free to reject any material of which one does not approve, one cannot use this personal right of censorship to restrict the rights of others.
2. Requests for review of any material in the collection may be made by filling out a Request for Evaluation of Library Materials (Appendix E) and submitting it to the library director.
  - a) The request must be filled in completely.

- b) The complainant must be fully identified, a resident of the library district and/or a registered borrower of the Coal City Public Library District.
  
- c) The library director shall then act upon the complaint and notify the complainant in writing of the decision reached. A copy of this reply along with the complaint shall be given to the Board of Trustees of the Coal City Library District. The complainant may appeal the library director's decision to the board of trustees. Final action upon this request rests with the board of trustees.

#### Review of Policy

The Collection Management Policy will be reviewed by the Board of Trustees on a biannual basis.

LIBRARY BILL OF RIGHTS (ALA)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 24, 1996



## APPENDIX B

### THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would*

*conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed

in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of

expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

**FREEDOM TO VIEW**

The Freedom to View, along with the freedom to speak, to hear, and to read is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video and other audiovisual materials.
3. To provide film, video and other audiovisual materials which represent a diversity of views and expressions. Selection of a work does not constitute or imply agreement with or approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of The American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

## APPENDIX D

### An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's *Library Bill of Rights* and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive.

When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings— if placed there by, or with permission of, the copyright holder— could constitute expurgation (see "Expurgation of Library Materials: An Interpretation of the *Library Bill of Rights*"). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the *Library Bill of Rights*.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.



REQUEST FOR EVALUATION OF LIBRARY RESOURCES

Title\_\_\_\_\_

Author/Producer\_\_\_\_\_

Barcode\_\_\_\_\_

Type of Material:

\_\_\_\_\_Book\_\_\_\_\_Video\_\_\_\_\_CD\_\_\_\_\_Display\_\_\_\_\_Magazine

\_\_\_\_\_Library Program \_\_\_\_\_Audio Recording \_\_\_\_\_Newspaper

\_\_\_\_\_Electronic Information/network (please specify):

\_\_\_\_\_

Other\_\_\_\_\_

Copyright Date\_\_\_\_\_

Request Initiated By\_\_\_\_\_

Library Card No.\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_Telephone\_\_\_\_\_

Do you represent Yourself?\_\_\_\_\_Organization?\_\_\_\_\_

1. Did you read/view the entire work? \_\_\_\_\_If not which parts?\_\_\_\_\_

2. What brought this resource to your attention?  
\_\_\_\_\_

3. What concerns you about the resource? (use other side or additional pages if necessary)  
\_\_\_\_\_

4. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

---

5. What would you like your library to do about this work?

Do not lend it to my child.

Return it to the staff selection  
committee/department for re-evaluation.

Other Explain \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Adapted from the American Library Association Intellectual Freedom  
Committee