



## Materials Selection Policy

Policy No. 2F

### 1. Mission

To meet the information, recreational, and educational needs of the Hodgkins community through a variety of materials.

### 2. Goals of Service

- To select in a variety of formats both print and non-print materials which reflect the diversified needs and preferences of the community.
- To make available a variety of opinions.
- To uphold the principles set forth in the Library Bill of Rights and the Freedom to Read Statement.

### 3. General Guidelines

Selection of materials is influenced by: patron demand, price, reviews, current and historical significance, authenticity and professional judgment.

The responsibility for the policy governing the inclusion of materials in the collection rests with the Board of Directors. The actual task of selection has been delegated to the Head Librarian and such members of the staff who are qualified by education and training to participate in the selection of library materials.

The library staff selects a general, representative collection, for all ages at a variety of reading levels, but the collection is also attuned to the specific needs of the community.

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. Selections will not be made on the merits of work in relation to building the collection and to serving the interests of the readers.

Responsibility for the reading of children rests with their parents and legal guardians. Selection and display will not be inhibited by the possibility that material may come into the possession of children.



## 4. Specific Guidelines

**Education:** the library does not acquire textbooks or other curriculum related materials unless such materials also serve the general public. Purchases of multiple copies of an assigned title are not made.

**Law and medicine:** Legal and medical works are acquired only to the extent that they are useful to the general layperson.

**Genealogy:** General books on how to trace one's ancestry will be purchased but specialized sources, such as individual family histories will not be purchased.

**Religion:** The Library purchases religious books that provide authoritative and objective presentations and histories of the major religions, faiths, and denominations. Selection must be broad, tolerant, and without partisanship or propaganda.

**Foreign language:** The Library collection foreign language materials in response to community demand and the general collection guidelines. The Library will attempt to satisfy patron requests for foreign language material beyond the scope of patrons to libraries housing foreign language collections.

**Periodicals:** Selection of periodicals is based on inclusion in indexes such as Reader's Guide to Periodical Literature and Magazine Index, reviews, price, and popular demand.

**Audio-Visual Material:** AV material is purchased using the general collection guidelines. Consideration is given to the format most in demand at a specific time and to the format least likely to be damaged. Purchases of discs and cassettes by popular rock music performers are limited due to problems with missing, damaged, and overdue recordings of this type.

## 5. Gifts and Donations

The Library is grateful for donations, and its collection has been greatly enriched by many fine donations of materials, which the library might otherwise not have been able to afford.

However, in accepting a donation, the Library reserves the privilege of deciding whether it should be added to the collection. Because of the many books donated to the Library each year, a portion of the materials cannot be used by the Library because it may be: a duplicate of an item which the Library already has in sufficient number, a title does not conform to the standards present in the materials selection policy which has been developed to provide the Library with a balance quality collection.

The librarian make effort to dispose of all gift material which is not added to the collection to the very best advantage. If suitable, it is offered to other libraries or institutions for their use. Otherwise, it is offered for sale at the Library's book sale.



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## Use of Library Materials

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A letter from the Library indicating receipt of materials is given to each donor. This letter can be used for tax purposes. The Library shall make no attempt to place a monetary value on the donation.

**Approved:**