

MATERIALS SELECTION POLICY

INTRODUCTION: The appropriate selection of library materials is central to carrying out the Pekin Public Library's mission, described in part as to "support the development of informed and enlightened citizens."

RESPONSIBILITY FOR SELECTION

Responsibility for selection of materials is shared among the professional members of the Library staff, although ultimate responsibility rests with the Director of the Library as chief administrative officer.

SELECTION CRITERIA

Library materials are selected:

- to provide a balanced general library collection of currently useful materials written at a popular level. The Library does not acquire expensive, deluxe or collector's editions of materials. Exceptions may be made for specialized historical materials of Pekin or Tazewell County.
- to address the ordinary informational, educational and recreational needs of members of the Pekin community regardless of age.
- with regard to format. In addition to printed materials, the library acquires appropriate non print media. Careful consideration is given to the introduction of new formats to the collection. Budget considerations, community needs, and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.
- based on the librarian's professional judgment of the following factors:
 - anticipated or existing patron demand
 - artistic/literary value
 - availability from other sources
 - timely and accurate materials
 - features: i.e. illustrations, indexes, bibliographies
 - inclusion in indexes, bibliographies, other reference sources
 - patron recommendation/request
 - price
 - publicity: i.e. TV/radio appearances, magazine excerpts, web sites
 - reference value
 - reviewer evaluation
 - special significance: i.e. local history, local author
 - subject area need
 - suitability: i.e. content, format, reading level, scope, style
 - supplemental value to school assignments
- in languages other than English for instructional and recreational purposes. Non-English language materials are collected in limited quantities.

- to avoid unnecessary duplication of materials available from other institutions (e.g. school libraries or media centers or academic libraries). In general, the library does not purchase textbooks, curricular support materials, and highly technical works.
- to provide multiple copies of items for which demand may be heavy.

Gift materials are subject to the same criteria as other materials selected for the Library. Gifts are also subject to the provisions of the Gift Policy.

Materials are housed on open shelves except in cases where their format (e.g. pamphlet), age (e.g. old city directories), or their potential use (e.g. professional library materials) precludes this. Such exceptional materials are available upon request.

Materials are withdrawn from the Library collection when they no longer serve the needs of Library users due to poor physical condition, outdated information or infrequent use. Materials are not withdrawn because of content or presentation that may offend some members of the community.

Acquisition of materials indicates an endorsement of their usefulness only, not of the ideas they contain. Parents, not the Library, are responsible for what library materials children read or use. In trying to meet the diverse needs of this community, the Library's collection necessarily represents a variety of political, religious and social opinions. It is not unexpected that some will be dissatisfied by what is present or absent in the collection. A "Comment Form" is available to residents of the City of Pekin for comments concerning the presence or absence of any materials.

Also adopted as part of this Policy are the following American Library Association statements, as attached: Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. Additional copies are available at the reference desk.

Adopted October 21, 1996
Amended December 19, 2006

REVISION

This library materials selection policy will be reviewed as necessary in light of changing conditions.