



Materials Selection Policy

The purpose of Naperville Public Library's collections is to meet the informational, educational, and recreational needs of the community. The Materials Selection Policy outlines the Library's approach to acquiring, curating, and enhancing the collections, across all formats, to serve our users. The Library endeavors to maintain a diverse collection that supports varied viewpoints, represents a wide array of cultures and experiences, and allows for all members of the community to feel included and represented. Maintaining a diverse and equitable collection is an ongoing process which will be considered in materials selection and collection development.

Context and Scope of the Collection

The Library provides users of all ages with access to a wide range of materials in an array of formats including physical, downloadable, and streaming. While the popularity of formats varies over time, the Library's goal of serving the community drives selection. The collection includes world language materials in multiple formats and for all age groups to support our diverse population and language learners.

Responsibilities

The final responsibility for the selection of materials rests with the Executive Director, who operates within the framework of policies determined by the Naperville Public Library Board of Trustees. Librarians select materials based on their knowledge of the community's needs. It is the responsibility of library staff to see that collections are developed appropriately.

Selection Criteria

Library staff use their professional judgment and expertise to make selection decisions. Selection criteria for both physical and digital materials include:

1. Broad appeal to or high demand from the community
2. Representation of inclusive experiences and diverse viewpoints
3. Customer suggestions as well as attention from critics, reviewers, and media outlets
4. Suitability for circulation by a public library
5. Accuracy of information and relationships to the existing collection
6. Ease of accessibility, ease of usage, and quality of presentation
7. Availability from a reputable vendor at a fiscally responsible cost per usage
8. Supporting library programs, initiatives, and staff training
9. Ability to obtain the material from other libraries via consortia or shared use agreements
10. Specific local interest, including local history and works by local creators

Government documents of local interest or provenance are collected on a limited basis.

Items specifically not collected include rare items requiring special curatorial or conservation services and materials for advanced scholarly or professional research.

Collection Maintenance

All materials are periodically evaluated by staff to ensure that they are still useful to the public. Items may be withdrawn due to:

1. Low Usage, including cost per circulation analysis
2. Space considerations
3. Superseded editions or superseded formats
4. Outdated or inaccurate information
5. Items that are worn, soiled, aged, or otherwise in disrepair

Intellectual Freedom

The library is committed to the democratic principles expressed in the American Library Association's Library Bill of Rights, and the Freedom to Read and Freedom to View statements. The Library has the responsibility to provide materials representing a wide range of ideas and opinions, including controversial, unpopular, and unorthodox viewpoints and expression. Inclusion of an item in the collection does not constitute endorsement of its content by the Library.

While customers are free to reject titles of which they do not approve for themselves and their own children, they cannot restrict the freedom of others to choose what to read, hear, or view. Responsibility for materials accessed by children or adolescents rests with their legal guardians and is not limited by the Library.

Concerns About Library Materials

The Library welcomes customer opinions regarding materials purchased. Customer concerns about materials in the current collection should be presented to the Collection Services Manager. Based upon the policies outlined in this document, the Collection Services Manager, in consultation with the Executive Director, will seek to resolve the concerns.

Customers not satisfied with the response from the Collection Services Manager or Executive Director may request a review by the Library Board at the next regularly scheduled Board meeting by completing the "Request for Reconsideration of Library Materials" form (see Appendix II). The customer will be notified of the Board meeting date and will receive a response to their request after Board review.



Appendix 1 – American Library Association Supported Documents

American Library Association’s Library Bill of Rights

Last updated by the American Library Association in January 2019

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.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

American Library Association’s Freedom to Read Statement

Last updated by the American Library Association on June 30, 2004

The 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 based on 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 discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differs, and values cannot be legislated; nor can machinery be devised which 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 concepts of politics or morality upon other members of a democratic society. Freedom is not 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.

American Library Association's Freedom to View Statement

Last updated by the American Library Association on January 10, 1990

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 guarantees 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 expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging a film, video, or other audiovisual materials based on the moral, religious, or political beliefs of the producer or filmmaker or based on 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 II

**NAPERVILLE PUBLIC LIBRARY
Request for Reconsideration of Library Materials**

Title: _____ Call #: _____

Author/Artist: _____

Publisher: _____ Copyright Date: _____

Your Name: _____ Phone: _____

Your Email Address: _____

Are you familiar with Naperville Public Library's Materials Selection Policy? _____

The Policy Manual is available at

<https://www.naperville-lib.org/sites/default/files/pdf/Policies/Materials%20Selection%20Policy.pdf>

Did you read, hear or view the entire work? _____

What is your specific objection? Please cite examples. _____

Why should this item be reconsidered? Please be specific. _____

Please list any reviews of this item you have read or heard. _____

If you officially represent a group, please provide the group name: _____

Additional Comments: _____

Your Signature: _____ Date: _____

Director's Signature: _____ Date: _____

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