

The Ella Johnson Memorial Public Library District serves Hampshire Township and parts of Burlington, Plato and Rutland Townships. This area includes the Villages of Hampshire, Pingree Grove, and Burlington, unincorporated Plato Center and outlying farms and residential developments. The Ella Johnson Memorial Public Library District serves a population of diverse, increasingly younger, more urban patrons as the area experiences growth due to the westward migration from Chicago and its more immediate suburbs. The collection of the library must be adaptable based on the anticipated changes in population size and demographics.

Selection of Materials

The criterion for selection of materials for the collection is to make available books and other materials that will meet the educational, informational, cultural and recreational interests and needs of the people of the Ella Johnson Memorial Public Library District. To fulfill this purpose, the library endeavors to maintain a collection of representative materials of permanent value and/or of current interest.

Tools used for selection include professional journals; trade journals; subject bibliographies; publishers' catalogs and promotional materials; reviews from reputable sources; lists of recommended titles; and sales representatives for specific materials. Purchase suggestions from patrons are also an important source.

Further, criteria for selection will include, but not be limited to:

- Patron demand,
- Significance and value to the existing collection,
- Currency or timeliness,
- Qualifications of author or producer,
- Suitability of subject and style for intended audience,
- Staff and patron requests,
- Price,
- Attention given to the item by reviewers and general news media, and
- Technical quality of materials.

In selection of all items, 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.

Material selection is completed by managerial staff; the final responsibility for selection of resources rests with the Executive Director, as authorized by the Board of Trustees.

Materials are purchased in the most appropriate format for Library use. Formats include print, audiovisual and downloadable materials. The library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The Library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. New formats are considered for purchase when they are established nationally and a significant number of local households have the necessary equipment to make use of the format. Formats no longer in demand may be phased out.

Collection Maintenance

The library does not routinely replace all lost, damaged, or worn items. The number of copies in the consortium, existing coverage of the subject field, contemporary material of greater value, and public demand are all considered before a replacement purchase is made.

When library materials lose the value for which they were originally selected, they will be withdrawn. Items are removed when they become dated, worn, damaged, or are no longer in demand. Some withdrawn items are offered to the public at ongoing or periodic book sales sponsored by the Friends of the Ella Johnson Memorial Library District, with proceeds from these sales retained by the Friends organization. Gifts, including memorial items, are subject to these withdrawal and replacement criteria. Discarded library materials may not be reserved for specific individuals.

Donations

The library reserves the right to accept or reject any or all gifts. Once accepted, gifts become library property and are subject to all library policies including weeding. The Executive Director or designated staff will evaluate each item and determine if it is appropriate for the library collection. Once an item has been donated to the library, the library will not return the item to the donor.

Bill of Rights and Collection Development

The library subscribes to the American Library Association Bill of Rights, American Library Association Freedom to Read and the American Library Association Freedom to View

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>

<http://www.ala.org/offices/oif/statementspols/ftvstatement/freedomviewstatement>

Censorship or Objection to Library Materials

If an individual or group of individuals attempts to censor books or other library materials, or presents an objection regarding library material, the Board of Trustees shall act as follows:

1. All objections and complaints regarding any books or other materials shall be submitted to the Executive Director through the Patron Request for Reconsideration of Material form. Individual must hold a valid library card from the Ella Johnson Memorial Public Library District.
2. Such objections will first be reviewed by a committee of the staff appointed by the Executive Director.
3. The Executive Director will submit the committees' findings, in writing, with their recommendations to the Board of Trustees.
4. Any book or other material shall remain in use until the Board takes action requiring the removal of the material.