



I. MISSION STATEMENT

The Riverside Public Library offers the people of the Village of Riverside access to informational, educational and recreational experiences through the collection, programming and technology. The Library places an emphasis on providing a welcoming environment in order to encourage patrons of all ages to develop or continue an interest in reading and learning. The Library values its historical significance, as well as that of the Village of Riverside, and fosters the landmark building's atmosphere of grace while seeking innovative ways to provide service to all patrons.

II. PURPOSE

The purpose of this policy is to guide the staff/Library Director in the selection, acquisition and withdrawal of materials, as well as to inform the public about the principles upon which selection judgments are made.

III. OBJECTIVES

The goal of this policy is to provide a well-balanced and broad collection of materials for all age groups. Based on available financial resources, the Library will provide diverse materials for the education and recreation of the community.

IV. RESPONSIBILITIES

The responsibility for the policy governing the inclusion of materials in the library collections rests with the Board of Trustees. The Board delegates the authority and responsibility for the selection of library materials to the Library Director, and, under her/his direction, to the professional staff who are qualified for this activity by reason of education, training and experience.

V. GENERAL PRINCIPLES

The Board of Trustees of the Riverside Public Library adheres to the following general principles:

- This Library does not practice censorship. Selection of material shall be made solely upon the merits of the work as it fulfills the selection standards herein.
- The Library Board affirms that all libraries are forums for information and ideas. The Library does not promote particular beliefs or views.

- Supervision of a minor's access to materials rests solely with his or her parents or guardians. Selection of material will not be limited by the possibility that materials may come into the possession of a minor. Only parents and guardians have the right and the responsibility to restrict the access of their children to library resources.

This Board upholds and supports the Library Bill of Rights of the American Library Association (ALA) [Appendix C], the Freedom to Read Statement adopted by the ALA [Appendix D], and the Freedom to View Statement adopted by the American Film and Video Association and endorsed by the ALA [Appendix E], Free Access to Libraries for Minors [Appendix F], and Access for Children and Young Adults to Non-Print Materials [Appendix G], which are in the attached Appendixes.

Any patron may express concern regarding an item in the collection. The Library has procedures for the reconsideration of any item in its collection. [See Section IX and Appendix B]

VI. MATERIAL SELECTION PROCESS

Library Staff use their knowledge and expertise in combination with the standards listed below to select and evaluate collection items. An item need not meet all criteria to be selected.

Library Staff use a variety of tools to aid in the selection of materials, including but not limited to, such sources as professional review journals, popular print and broadcast media, electronic resources, and publisher's catalogs.

The Library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

- Relevance to the Library's mission and service roles.
- Price.
- Available space.
- The extent to which the item adds, expands on, or supports the existing collection, rather than duplicates it.
- Authority of the author, artist, and publisher of the work.
- Local demand for the material.
- Current usefulness or interest.
- Winners and/or nominees of well recognized literary awards.
- Relevance to the history of Riverside.

The Riverside Public Library provides materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, magazines and newspapers

- Non-print – such as audio and video formats, puzzles and games, artwork, and microforms
- Digital resources – such as on-line databases; digital books, recordings and images; digital historical archives; software programs; and the Internet.

VII. SPECIAL COLLECTIONS

- **Local History Collection**

The Library collects scholarly and popular materials of current and/or historical value related to Riverside, its environs, people, history, and geography. All formats will be considered.

- **Local Authors Collection**

A local authors collection of materials written by previous or current residents of Riverside is located in the Quiet Reading Room.

- **Frederick Law Olmsted Collection**

The Village of Riverside has a special interest in Frederick Law Olmsted; therefore, the Library maintains a special collection on Olmsted and related subjects with a separate policy agreement established with The Frederick Law Olmsted Society [Appendix A].

VIII. SPECIAL AREAS

- **Donations, Gifts and Memorials**

Consistent with this policy, the library may accept gifts of materials or funds for the purchase of materials. The library reserves the right to evaluate and to dispose of gifts in accordance with the library's objectives, Donations Policy [Appendix H], and Guidelines for Books and Other Materials Donations [Appendix I].

The library welcomes monetary gifts to purchase materials in honor of persons or events or memorials.

A donor wishing to arrange a memorial/gift should contact the Adult Services Manager, Library Director, or Reference Librarian for information.

- **Endowments**

Throughout the years a series of endowment funds have been established. The following endowment funds exist.

Susan E. Batko Endowment Fund: the interest from this fund is to be used for the purchase of E (easy) childrens books based on this selection policy.

General Endowment Fund: the interest from this fund is to be used for both material and non-material items for both adults and young people. Purchases of materials shall be consistent with this selection policy.

Children's Endowment Fund: the interest from this fund is to be used to purchase children's print or non-print materials using the criteria set forth in this policy.

Kovalsky Endowment Fund: the interest from this fund is to be used to purchase non-fiction children's books using the criteria set forth in this policy.

Ernest E. Dardwin Endowment Fund: all money from this fund can be used for the purchase of books, publications, reference materials and media supplies using the criteria set forth in this policy.

IX. RE-EVALUATION OF MATERIALS

Riverside residents desiring reconsideration of any material should refer to the "*Reconsideration of Library Materials Policy*" form available at all service desks.

The initial request for re-evaluation will be given to the Library Director and referred to the appropriate department head. After review of the request, the patron will be notified.

X. COLLECTION MAINTENANCE

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interest of the residents of Riverside, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise not in compliance with the Criteria for Materials Selection.

The following collections are retained regardless of age, condition or circulation:

- Riverside Authors Collection
Material by a Riverside author is retained regardless of age, condition or circulation.
- Local History Collection
Local history material is retained regardless of age, condition or circulation.
- Olmsted Collection
Material included in the Frederick Law Olmsted collection is retained regardless of age, condition or circulation as designated in Appendix A.

XI. REVISING THE POLICY

This Statement of Policy for the Selection of Library Materials for the Riverside Public Library will be regularly evaluated (at least every five years) and as the collection grows and situations demand, it will be altered in accordance with the findings of the Board or staff and as subsequently approved by the Board of Trustees.

Approved by Board of Trustees on April 14, 1992

Amended by Board of Trustees on July 13, 1993

Amended by Board of Trustees on February 14, 1995

Amended by Board of Trustees on October 10, 1995

Amended by Board of Trustees on November 14, 1995

Amended by Board of Trustees on June 11, 1996

Amended by Board of Trustees on July 9, 1996

Amended by Board of Trustees on May 9, 2000

Amended by Board of Trustees on September 17, 2001

Amended by Board of Trustees on February 8, 2005

Revised, Reviewed and Approved by Board of Trustees on November 8, 2011

C:\Documents and Settings\Circ\My Documents\WPDOCS\DOCUMENT\MATERIALS SELECTION POLICY 05.wpd

APPENDIXES

APPENDIX A The Frederick Law Olmsted Society/Riverside Public Library Agreement

APPENDIX B Request for Reconsideration of Library Materials

APPENDIX C Library Bill of Rights of the American Library Association (ALA)

APPENDIX D Freedom to Read Statement adopted by the ALA

APPENDIX E Freedom to View Statement adopted by the American Film and Video Association and endorsed by the ALA

APPENDIX F Free Access to Libraries for Minors

APPENDIX G Access for Children and Young Adults to Non-Print Materials

APPENDIX H Donations Policy

APPENDIX I Guidelines for Books and Other Materials Donations