1. ***MATERIALS SELECTION & WEEDING POLICIES***
   1. *PURPOSE*
      1. The purpose of the Materials Selection Policy is to guide the Director and inform the public of the principles that govern the development of the Library’s collection. The responsibility for materials selection is vested with the Library’s Board of Trustees. This responsibility has been delegated for administrative purposes to the Director. The Board, by law, will review the materials selection policy every two years. (73 ILCS 16/30-60)
      2. No employee may be disciplined for the selection of library materials when the selection is made in good faith.
   2. *SELECTION GUIDELINES*
      1. Materials are added to the Library’s collection when they meet one or more of the following standards:
         1. The item will assist in meeting community or user needs.
         2. The item is necessary for the completeness or usefulness of a portion of the collection.
         3. Critical opinion or popular demand is such that the item will receive sufficient use to justify its addition to the collection.
         4. The item is of sufficient currency as to provide accurate and up to date information or ideas.
         5. The item is in an appropriate format for use in the Library collection.
      2. Selection of an item for inclusion in the Library does not imply endorsement of the content.
   3. *WEEDING POLICY*
      1. Materials are regularly assessed for their condition, accuracy, currency, and use.
      2. The withdrawal of materials from the collection is a process conducted by the Director.
      3. Final authority for all weeding decisions resides within the Board.
      4. All times deemed no longer useful will be disposed of in an environmentally friendly manner or sold in the used book sale.
      5. A comprehensive list of weeding procedures may be obtained from the Director. Further information can be found in Appendix IV: Weeding Policy and Procedures.
   4. *GIFTS AND DONATIONS*
      1. The library accepts donations of books and other library materials. The donated materials are evaluated according to guidelines outlined in the selection guidelines and acceptable books and materials will be added to the collection. Unacceptable books will be added to the book sale or disposed of in an environmentally acceptable manner.
      2. The Library does not accept:
         1. textbooks,
         2. encyclopedias,
         3. magazines,
         4. reference books,
         5. scholarly and technical manuals that are carried by academic or special libraries,
         6. puzzle or workbooks that encourage filling in blanks,
         7. materials that are publicized solely through infomercials or personal websites which lack authoritative and evaluative information,
         8. or self-published materials according to selection guidelines. Exceptions may be made for self-published local authors.
      3. For any donor requesting a receipt, one will be provided stating the type and number of items. By IRS law, the Director is not allowed to supply appraisals. Provision of a receipt does not imply that donated materials are tax-deductible.
      4. No conditions may be imposed on the Library in its acceptance of any material. Book plates with the donor’s name will be added to the book at the donor’s request.
      5. All donated materials become the property of the Library.
   5. *CHALLENGED MATERIALS*
      1. The Library Board of Trustees believes that a society encourages members of its community to increase the possible range of resources within the Library collection. The Library recognizes the right of any individual or group to reject library materials for personal use, but does not give any individual or group the right to restrict the freedom of others to make use of that same material. Library users who object to materials located in the library collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at the checkout desk. (Appendix III)
      2. Decisions made about challenged materials will be communicated to the originators of the request following a review by the Library Board.
      3. The Milledgeville Public Library supports and endorses the American Library Association’s *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*. (Appendix VI, VII, and VIII)