

**Carlock Public Library District
Materials Selection/Collection Development Policy**

Carlock Public Library District	
Policy Title	Materials Selection Policy
Draft or Final	2025 Final
Date Created	September 2021
Review Frequency	Every two years
Next Review	October 2027
Date Reviewed/Approved	10/17/23 Board of Trustees; 10/19/21 Board of Trustees; 9/30/21 Policy Committee;

Community Served

The Carlock Public Library District serves the townships of Dry Grove and White Oak in McLean County and Kansas in Woodford County. The library serves approximately 2,898 people within 1183 households, across 68.84 square miles.

The village of Carlock, with a population of approximately 600, is the largest population hub within the district, although there are several subdivisions within the library district that are adjacent to Bloomington/Normal. Township residents encompass a variety of occupations, including farmers, educators, business people, skilled laborer, trades people, retirees, and professional people.

While overall population numbers remain stable, there has been movement into and out of the district within the past decade. Until closing in 2015, the Mitsubishi Motors plant on the west side of Normal drove growth within Dry Grove and White Oak townships. The plant opened in 1988 and employed more than 3,000 in the early 2000s. Employment fell to approximately 1,200 at the time the plant closed. Rivian purchased the plant in 2017 and has been increasing employment; in March 2021 there were 890 people employed, with approximately 8,000 by 2025, making it the second largest employer in McLean County.

Most students within the library district attend Unit 5 schools. The Carlock Elementary School (K-5) serves White Oak Township and some of Dry Grove. These students then attend junior high and high school in Normal. Other schools serve a small number of students within the library district, including CUSD 16 (Olympia) and CUSD 140 (Congerville-Eureka-Goodfield). There are also a number of homeschooled students within the district.

The library occupies a central location in the village of Carlock, next to the post office. The original building, formerly the Bank of Carlock, was donated in memory of Carey E. Burdette. Two adjacent buildings were subsequently acquired and renovated to achieve the library's current size of approximately 7,600 square feet. The building is ADA (Americans with Disabilities Act) compliant.

Library Personnel and Board Makeup

The Library Director works approximately 30 hours per week and supervises seven part-time employees. The library is open 50 hours per week.

There are seven elected individuals who serve on the library's Board of Trustees.

Material Selection

The purpose of the materials selection/collection development policy is to guide librarians and to inform the public about the principles upon which selections are made. The policy defines the standards and guidelines needed to create and maintain the library's collection. Within these guidelines, librarians use their professional judgment to determine the materials which best meet the objectives of the library and the needs of its patrons.

The library's collection is intended to serve the community by providing access to materials representing a variety of viewpoints and perspectives, with a goal of meeting patrons' informational, educational, and recreational needs.

Overall responsibility for collection development rests with the Library Director, who works within the guidelines established by the Board of Trustees and included in this policy. All members of the library staff and patrons may recommend materials for addition to the collection, and recommendations from citizens of the community are encouraged.

The library's collection is intended to be as comprehensive as possible, given the limitations of funds, space, and needs of the community. The general criteria considered in selecting materials include:

- Significance and permanent value to the existing collection
- Qualifications of the author or producer
- Suitability of subject and style for the intended audience
- Quality of format
- Currency or timeliness, if applicable
- Demand by patrons
- Price
- Attention given to the item by reviewers and general news media
- Availability of materials in other libraries
- Technical quality of non-book materials

In selection, consideration will be given to the work as a whole. No work will be excluded because of specific passages or pieces taken out of context.

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. Librarians regularly depend on the reviews found in standard sources. Other selection aids may include "notable book" lists chosen by the American Library Association, National Book Awards list, Pulitzer Prize lists, and published lists of bestsellers.

Through careful selection, the library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials, including both physical and online resources. Because the library serves patrons of a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

Material formats within the library's collection seek to meet current and future needs of library patrons. In addition to fiction and nonfiction books, the library's collection may include magazines, music CDs, audiobooks on CD, DVDs, and other media. Library patrons also have access to materials (including ebooks, digital audiobooks, digital magazines, comics, movies,

and TV shows) through online services. The library also offers interlibrary loan services to provide patrons access to materials that are not in the library's permanent collection.

Librarians continually evaluate the collection, adding new materials and weeding materials that are outdated, no longer circulating, or in poor condition. Material formats are also evaluated as technology continues to change to determine if current formats should be retired and new formats introduced.

Complaints and Challenges

The Carlock Public Library District subscribes to the provisions of the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#), which are considered a part of this policy. All individuals have the right to choose which library materials they will use. No one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

Given the diversity of the library's collection, patrons may occasionally disagree with materials held by the library. The library has developed and adopted the following procedures for handling complaints about library materials.

- A patron may register a complaint or challenge by completing and submitting a "Complaint About Library Materials" form.
 - Upon receipt of the form, the Library Director will examine the material as well as critical reviews about the material before responding in writing to the patron. The Library Director will not consider removing the material from the collection unless there are repeated complaints from multiple patrons about the same material.
- If the matter isn't resolved to the patron's satisfaction after the Library Director's response, a patron may request (in writing) a hearing before the library's Board of Trustees, who have final authority.

COMPLAINT ABOUT LIBRARY MATERIAL FORM

This form may be used to register a complaint about material or materials included within the Carlock Public Library District's collection. The complaint will be reviewed by the Library Director, who will respond in writing to the person who made the complaint.

Date: _____

Author: _____

Title: _____

Publisher or Distributor: _____

Request initiated by: _____

Address: _____

Telephone number: _____

Email address _____

This request is from _____ an individual or _____ an organization

If this is from an organization, which organization? _____

1. Have you read or viewed the entire work? _____

2. What do you object to within the material? Please be specific and cite pages or sections.

3. What good or valuable features do you find in the material? _____

4. What do you believe is the theme of this work? _____

5. Have you read any reviews of this work? If so, please cite which reviews. _____

6. Are there other materials on the same topic you believe would be more beneficial to be included in the library's collection? If so, what are they?

What action would you like the library to take on this material? _____

Your signature: _____