

ELMWOOD PARK PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

GENERAL PHILOSOPHY AND OBJECTIVES

The Elmwood Park Public Library strives to provide materials in a variety of formats, which are responsive to the educational, cultural, informational and recreational needs and interests of Elmwood Park residents of all ages, and which are of permanent value or of popular interest/contemporary significance.

The Library spends a minimum of 12% of its operating budget on materials for patrons, per *Serving Our Public 3.0: Standards for Illinois Libraries*. The Library Director allocates the funds based on demographics, usage statistics, and consultation with the Library's public services managers.

The Library Board affirms the principles of the appended documents as its own – Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View statement.

COMMUNITY PROFILE AND SCOPE OF COLLECTION

The Library serves a community that encompasses a wide range of ages, educational backgrounds and reading skills, and it will always seek to secure materials of varying complexity. In selecting books the Library will pay due regard to the special, commercial, industrial, cultural and civic enterprises of the community.

Per the 2010 Census, items of note that can assist in collection development for our population of 24,883 include: 21% of the population under 18 years old; 14% of the population over 65 years old; 72% of the population identifying as white only and 23% of the population as Latino or Hispanic; 35% of the population foreign born, with 45% speaking a second language at home. Median household income is \$56,000 with home ownership at 70%. The Village is also home to a community consolidated school district spanning K-12 grade, a diverse business district and active community organizations.

The Library acknowledges a particular interest in local history, and therefore it will seek to acquire all local documents and material about The Village of Elmwood Park. It also acknowledges the need for materials in limited foreign languages (Italian, Polish, Spanish).

The Library does not acquire rare or seldom used books, specialized and professional material with a limited audience, or curriculum-related materials that do not also serve the general public. The Library does not fill the role of an archival or academic institution.

SELECTOR RESPONSIBILITY

While ultimate responsibility for the selection of all materials rests with the Library Director, public service managers and their designated staff members have collection development responsibilities for specific subjects and formats, and make day-to-day decisions on purchases, adding donations, withdrawals, etc.

Selectors put a priority on purchasing items for which there is a community audience, including high-demand titles, local history interest, school support materials and select foreign language materials.

Selectors are responsible for ordering materials in a timely fashion – in anticipation of and in response to demand. Selectors must be knowledgeable about the community they serve, as well as publishing trends and circulation statistics in their respective collection areas. All staff decisions are made according to the policies and goals established by the Library Board.

The Library encourages patron suggestions regarding the collection in-person or on our website. However, despite staff efforts to be as responsive as possible, there will be items of interest to individuals that are not purchased for the collection. Every effort will be made to obtain such materials through interlibrary loan.

SELECTION CRITERIA AND ACQUISITIONS

As it is not possible for the Library staff to personally read and review the large number of books and materials produced each year, they use professional review sources and lists, along with their professional judgment and this policy to assess the quality of the work and its importance for the community as the basis for placement in the Library's collection. Purchases are made directly from library vendors, though bookstores, publishers representatives and specialty stores (example, for foreign language material) are also used.

This selection criterion encompasses all formats, including technology and media collections:

- Community demand – whether requested or anticipated. Demand may be for specific titles, subject matter or a certain format. Multiple copies may be purchased to meet demand.
- Value or Quality of work, including positive reviews, accuracy, clarity, effectiveness in relating the subject matter to a wide audience, creativity of expression, and authority or reputation of author.
- Scope - depth of coverage or approach. For example, highly technical materials and scholarly studies of limited value to the community at large will not generally be added.
- Cost of material or resource, including supplementary costs such as hardware and software requirements for eContent.
- Suitability of the format for general use, including quality and durability.
- Local interest or local historical significance.

- Importance of the work in adding balance or filling gaps in the collection without over duplicating content.
- Compatibility of subject, treatment or style with its intended audience, particularly applicable to the Youth and Teen collections.
- Availability of the item (print status) or availability of same or similar material at neighboring libraries or through interlibrary loan.
- Ability for content and records to be added to our online catalog.
- Any long-term preservation or access issues, particularly with eContent.

COLLECTION EVALUATION AND WEEDING

In order to maintain a collection of useful and relevant materials, the Library engages in continual assessment. Inventories are conducted on a regular basis and selectors monitor the usage statistics in their areas. The materials budget is allocated according to these statistics, as well as community demand and industry trends.

Weeding – the ongoing, systematic withdrawal of Library materials – is an integral part of collection evaluation and helps maintain the collection’s usefulness and vitality. Library staff use much the same criteria used in the selection process. In all instances, the Library reserves the right to dispose of withdrawn items as it sees fit.

Materials that are considered for withdrawal are:

- Superseded by a new edition or a better work on the same subject
- Outdated or inaccurate
- Have limited audience or of diminished interest to the community
- Worn or damaged
- Out of print or in a format no longer viable
- No longer within the scope of the collection

Librarians are expected to use good judgment in discarding and refurbishing from the collection whatever no longer serves a need, and to refurbish, by rebinding or other means, those materials deemed still valuable which might deteriorate if not so cared for.

RECONSIDERATION

The Library’s collection reflects the needs and interests of the community it serves. The Library recognizes that some materials may be judged as controversial by individuals and we will give those concerns due consideration.

Patrons are welcome to discuss their concerns about items with appropriate staff. If that discussion does not adequately resolve the concern, he/she may submit a letter following the appended Request for Reconsideration procedures.

To appeal a decision made by the Library Director, a patron may submit a request to the President of the Board of Library Trustees via letter or email. The BGPP (By-laws,

Goals, Policy and Personnel) Committee will convene to review the request and make a recommendation to the Library Board. Following a vote by the Library Board, the Library Director or Board President will contact the patron with the decision. The Board aims to resolve all issues in a timely manner.

Material and resources under review within the scope of formal request will remain in the collection pending resolution of the process.

Policy Review and Revision

The Board will review this document at least biennially.

Elmwood Park Public Library Board of Trustees

Approved and Adopted:

Revised:

APPENDICES

The following statements from the Library Bill of Rights (adopted by the Council of the American Library Association, June 18, 1948 and revised and amended January 23, 1980) express the policy of the Board of Elmwood Park Public Library in regard to the selection of library materials: The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

Freedom to Read statement

- A. The Library also subscribes to the following statements which were adapted from the Freedom to Read Statements prepared by the American Library Association and the American Book Publisher’s Council:
1. It is in the public interest for the Board of Trustees and Library Director to make available the widest diversity of views and expressions, including those, which are unorthodox or unpopular with the majority.
 2. The Board of Trustees and Library Director do not need to endorse every idea or presentation contained in the materials 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 materials should be purchased or circulated.
 3. It is contrary to the public interest for the Board of Trustees or Library Director to determine the acceptability of material solely on the basis of the personal history or political affiliations of the author.
 4. The present laws dealing with obscenity should be vigorously enforced. Beyond that there is no place in our society for extra legal 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.
 5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing the book or author as subversive or dangerous.
 6. It is the responsibility of the Board of Trustees and the Library Director, 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*
 7. It is the responsibility of the Board of Trustees and Library Director to give full meaning to the freedom to read by providing books that enrich the quality 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.

Freedom to View Statement

The First Amendment to the Constitution of the United States protects the FREEDOM

TO VIEW, along with the freedom to speak, to hear, and to read. 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 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 film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of 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.

**Elmwood Park Public Library
Request for Reconsideration of Library Materials and Resources**

If you wish to request that the Library reconsider an item in our collection, please do so in a letter to the Library Director addressing the following points and including any other information you wish to provide.

Identify the material (author, title, publication date, etc.)

Format (book, DVD, etc.)

How was this item brought to your attention?

Have you read/viewed/listened to the entire item?

What do you approve of in the item? Please cite specific pages, scenes, and/or tracks.

What do you object of in the item? Please cite specific pages, scenes, and tracks.

Are you aware of the judgment of this material by critics?

If possible, please recommend another item that will convey as valuable a perspective on the same subject or theme.

Are you representing yourself or a group? If a group, please include the name of the organization.

Please provide your name, address, phone number and any other preferred method of contact.

Following receipt of your letter, the Library Director and Head of Patron Services will review your request with the department manager responsible for the collection. After such discussion, the Director will make a decision regarding your request and provide that to you in writing. To appeal a decision made by the Library Director, refer to the Collection Development Policy's Reconsideration section.

Policy Review and Revision

Elmwood Park Public Library Board of Trustees will review this document at least biennially. Approved and Adopted by Library Board, October 16, 2014.