

COLLECTION DEVELOPMENT POLICY

PURPOSE: The purpose of the Glencoe Public Library Collection Development Policy is to guide the librarians' efforts to fulfill the mission of the Library and to inform the public about the principles upon which the library relies to acquire the books and other materials presented in its collections. The Library endeavors to maintain a collection of representative materials of permanent value and current interest that will promote the development and enrichment of life. The Library does not endorse the opinions expressed in the materials held. Rather, the Library recognizes its responsibility to provide materials presenting various points of view, within the limitations of space, budget, and availability, to enable people to make their own decisions.

MISSION STATEMENT: The Glencoe Public Library seeks to enrich the lives of Glencoe residents by providing the library materials and services needed to meet their informational and recreational interests; to act as a responsive resource for independent, lifelong learning; to encourage use of the library by patrons of all ages as a vital center of community life; and to support the principles of intellectual freedom.

MATERIALS AND RESOURCES SELECTION: "Selection" refers to the procedures and decisions by which library books, audio, video and electronic resources are added to the collection or retained in the collection. It does not refer to library user guidance. The Library expects its patrons to exercise their own discretion when determining what books, materials, or other resources in the library's collection they elect to peruse or borrow.

The Library recognizes that a policy cannot be expected to replace the judgment of librarians when they choose to select particular additions to the collection. This policy, in conjunction with the Strategic Plan, should establish goals and guidelines for the librarians to pursue in order to maintain the kind of collection the citizens of Glencoe desire and have come to expect.

The Library sets as its major goals in selecting materials and other resources the implementation of the library's Strategic Plan. In this document, the library focuses its services toward four strategic directions: lifelong learning, current topics and titles, general information and the establishment of the library as a community commons. In pursuit of its plan, the library will select appropriate reference, local interest, and high demand/high interest materials and resources while maintaining a collection of acknowledged literary classics and renowned authors. The Glencoe Public Library subscribes to the spirit and intent of the Library Bill of Rights and the Freedom to Read statements which are attached to this document and incorporated herein by reference.

ELECTRONIC RESOURCES: The Library is committed to the effective use of technology to enhance the quality of learning and the efficiency with which the public may access the most current information available. Networking resources represents good public policy by maximizing the use of resources of all types of libraries. The Library licenses selected electronic resources which offer reference information and materials of general interest through the Library website for use at the library and via remote access. Through its website, the Library also offers links to a limited selection of web resources of supplemental information for use by patrons. In addition to these carefully selected resources, the library offers Internet access which allows users to connect to networks of resources outside the Library.

Information and resources on the Internet enhance those already held in the Library and often go beyond what is available locally. With the exception of the Library's website, all of the

information found on the Internet has been generated outside the Library. The Library does not have control over these resources. Library patrons are expected to exercise good judgment, respect for others, and discretion in their use of the Internet. Please see the Library's Internet Policy for the complete statement.

RESPONSIBILITY FOR COLLECTION DEVELOPMENT: It is the responsibility of the Executive Director to ensure that the Library selects materials in a manner consistent with the Library's policies and Strategic Plan. Though ultimate responsibility for the maintenance of the library's collection remains with the Library Board of Trustees, the Executive Director is expected to oversee the selection of materials and resources and ongoing collection development. The Executive Director may delegate to staff members authority to interpret and implement the Library's policy for making day-to-day selections. Any library material so selected shall be deemed to have been selected with the approval of the Board of Trustees.

As with all Library policies, Executive Director shall periodically review the implementation of the Library's Collection Development Policy with the Board of Trustees to determine whether any revisions are necessary.

OBJECTIVES: The primary objective of collection development shall be to fulfill the library's mission statement and to implement the Library's Strategic Plan, which is incorporated herein by reference. The Executive Director and the staff shall use and rely upon the broadest combination of resources, references, and guides when making selections to implement the Plan.

CONTROVERSIAL RESOURCES: The Library recognizes that some library materials or information available as electronic resources are controversial and that they may offend some patrons. Selection and provision of resources, however, will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the work or resource in relation to the Strategic Plan.

Library materials will not be marked or identified to show approval or disapproval of the contents and no library materials or resources will be sequestered. The Library recognizes that certain recordings bear industry-defined designations ("G", "PG", "R", "Parental Advisory-Explicit Content"). The Library will permit these audio and video recordings to bear such designations on the container within which they are displayed for patrons. However, this does not mean that the Library endorses or approves of any particular rating or of the rating system in general. To the contrary, the Library simply recognizes the public's widespread reliance on these designations and permits the continued use of the markings to facilitate its patrons' efforts to make their own selections.

Responsibility for children's use of materials and resources rests with their parents or legal guardians. Selection of materials and resources will not be inhibited by the possibility that they may inadvertently come into the possession or view of children.

While the Executive Director and the staff shall be responsible for collection evaluation and withdrawal of materials no longer needed in the Library's collection, neither the Executive Director nor the staff shall have authority to remove any materials from the Library's collection simply because they are controversial or claimed to be obscene, profane, sexually suggestive, or sacrilegious by one or more members of the public. The Request for Reconsideration of Library Materials/Resources Form developed to assist Library staff in responding to inquiries about the content of the Library's collection is attached to this Policy and is incorporated herein by reference.

Any and all complaints or demands which the Library receives regarding the selection or retention of any library materials or resources because of alleged controversial, obscene, profane, sexually suggestive, or sacrilegious content shall be addressed as soon as possible by the staff member in charge, using the Request for Reconsideration of Library Materials form and following the procedures established. If the patron's concern is not satisfied, the subject will be added to the agenda of the next Library Board meeting. The Board of Trustees will investigate the matter and respond in a manner consistent with its established policies, the Library Bill of Rights, and the advice of its legal counsel. No materials or resources may be removed from the Library's collection on the basis of any complaints related to their content without the prior recorded approval of the Board of Trustees.

COLLECTION EVALUATION AND WITHDRAWAL: It is the responsibility of the Executive Director and designated staff members to ensure that the Library collection remains relevant to this community's needs and the current Strategic Plan. To do this, the collection will be evaluated on an ongoing basis in order to identify physically deteriorated materials, obsolete materials, areas where additional material is needed, areas where less material is needed, editions in need of updating, or items needing replacement.

After the evaluation, the final decision of withdrawing materials will be based on the following: the number of duplicate copies, availability of more up-to-date materials in the specific subject area, literary quality, popularity or historical value, availability of copies through interlibrary loan, indexing or listing in current collection guides such as Fiction Catalog, and Public Library Catalog. The disposal of withdrawn materials will be at the discretion of the Executive Director.

GUIDELINES FOR SELECTION: The Library takes cognizance of the purposes and resources of other libraries in the area as well as the resources available through its membership in CCS automation consortium, North Suburban Library System, ILLINET, and other organizations, and the Library shall not needlessly duplicate materials available elsewhere.

The Library acknowledges its particular interest in the works of local authors and local history and, therefore, it will maintain a strong collection in this area.

The Library should not attempt to acquire textbooks or other curriculum materials related to any particular educational courses in which any of its patrons may be enrolled at any given time. Such textbooks and other like materials are to be selected solely on the basis of their utility to the Library's general reading public and to the extent such a selection is consistent with the Strategic Plan. Titles in the general collection will not be duplicated to satisfy heavy student demand at a particular time. While the Library recognizes its responsibility to provide a broad general collection of materials and resources which would be available to its student patrons and others for their special assignments, special needs, and supplementary reading, the library is not a "research center library" and should not attempt to be a substitute for the libraries found in the educational institutions in the surrounding areas. Books of a highly technical nature will be acquired only to the extent that they are useful to the layperson.

Trustees, staff members, and the Executive Director are expected to be familiar with the strategic directions and goals presented in the Glencoe Public Library Strategic Plan. Materials and resources will be selected in a manner calculated to implement the plan and achieve its goals.

Attachments: Library Bill of Rights
Freedom to Read Statement
Request for Reconsideration of Library Materials/Resources
Request for Reconsideration Form

Adopted by the Glencoe Public Library Board of Trustees, October 16, 1996;
Revised May 21, 2003; October 17, 2007

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which 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 by the ALA Council June 18, 1948; Amended February 2, 1961, June 27, 1967, and January 23, 1980

Freedom to Read Statement

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.

It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of political affiliations of the author.

There is no place in our society for 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.

It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.

It is the responsibility of publishers and librarians, 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.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity 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.

Adopted by the Glencoe Public Library Board of Trustees, July 17, 1996

Freedom to View Statement

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest possible 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 guarantee of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

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 content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and 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.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom.

Adopted by the Glencoe Public Board of Trustees, November 20, 1996.

GLENCOE PUBLIC LIBRARY
Request for Reconsideration of Library Materials/Resources Form

Title _____

Author/Artist _____

Please indicate format: **Book** _____ **CD** _____

Video _____ **Website URL** _____

Please express your concern about this material, offering specific examples if possible.

How was this material/resource brought to your attention? Please list any reviews you have read or heard.

If you represent an organization, please name it _____

Do you have any additional comments?

Please print your name _____

Address _____

Phone number _____

Date _____