



## GLENCOE PUBLIC LIBRARY

### **COLLECTION DEVELOPMENT POLICY**

#### **Purpose**

The Collection Development Policy oversees the selection, addition, retention and withdrawal of materials to the Library's collection. The collection consists of print, non-print and electronic materials owned or leased and lent by the Glencoe Public Library in support of its mission.

#### **Collection Goals**

The Library endeavors to maintain a collection of materials of permanent value and current interest of the Village of Glencoe which is responsive to the informational and recreational pursuits of residents of all ages.

Funding for the collection is apportioned by the Executive Director based on demographics, circulation statistics and in consultation with the Library's staff management team.

The Library does not endorse opinions expressed in the materials held. Within the limitations of space, budget and availability, the Library Board of Trustees seeks to maintain the principles asserted in the Library Bill of Rights, the Freedom to Read and Freedom to View statements. Under the guidance of the Executive Director, designated Library staff members select new materials and make decisions of retention in accordance to this policy.

#### **Community Profile**

The Village of Glencoe is a community of approximately 8,700 people located 22 miles north of the City of Chicago. Thirty-two percent of the total population is under 18 years of age and fourteen percent of the total population is 65 years of age and over. The median age of the population is 44. The racial makeup of the population is ninety-four percent White and six percent of residents identify themselves as either solely or in combination with another race as Asian, the second largest ethnic group. Other residents identify themselves as Black, Hispanic, Native or Other.

Ninety-nine percent of the population (age 25 or older) has a high school diploma or higher while eighty-eight percent has a bachelor's degree or higher.

The median household income is \$193,571. There are 3,209 housing units in Glencoe.<sup>1</sup>

#### **Selection of Materials**

Selection refers to the procedure by which collection materials are added or retained by designated Library staff known as selectors. Materials consist of but are not limited to print, audio, video, electronic and equipment.

The ultimate responsibility for the maintenance and development of the Library's collection belongs to the Library Board of Trustees. The Library Board has designated the Executive Director to oversee day-to-day duties regarding the Library's collection. The Executive Director

oversees and delegates authority to designated selectors to choose materials for the collection. Any materials so selected shall be deemed to have been selected with the approval of the Library Board of Trustees.

### **Guidelines for Selection**

The Library's collection has considerations to space, budget, and availability as well as cognizance of resources of other area libraries and available materials through the Library's membership in the Computer Cooperative System consortium.

Professional or otherwise credentialed reviews are the principal tool used in the selection of materials. Selectors are also assisted by bibliographic publications, authoritative discussions of the subject, publisher and vendor advertising and demonstrations, and requests of Library patrons.

The following includes, but does not limit criteria that influence selection:

- Comprehensiveness and depth of treatment, style and effectiveness of expression, creativity and artistic presentation
- Materials adding balance to or filling gaps in the collection
- Community demand whether expressed or anticipated; multiple copies may be purchased or leased to meet the demand
- Authority, competence, reputation and purpose of the author and/or publisher
- Currency, clarity and accuracy of the information
- Local significance of the author and/or topic
- Scope, depth of coverage or approach of a work
- Contribution to the diversity of viewpoints on controversial issues
- Cost of the material or resource
- Physical suitability including quality and durability
- Purchase availability
- Local interest or local historical significance of the work
- Ease and practicality of providing effective bibliographic access

The Library does 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. The Library is not considered a "research center library" and does not attempt to be a substitute for the libraries found in the educational institutions in the surrounding areas. Materials of a highly technical nature will be acquired only to the extent that they are useful to the layperson.

### **Acquisitions**

The Library determines which vendors are most appropriate for its purchases. Vendors that offer substantial discounts, expedited shipping and special packaging are generally preferred. The Technical Services Department processes materials upon arrival and makes them available to patrons in a timely manner.

Materials are catalogued according to standard library practices.

### **Suggestions for Purchase**

The Library encourages purchase suggestions regarding the collection from residents and will make an effort to add requested materials that meet the Library's selection criteria. Glencoe residents may make purchase suggestions at any public service desk.

### **Gifts and Memorials**

As specified in the Library's Gift policy [rev. Oct. 21, 2015],

*The Library reserves the privilege of deciding whether items donated should be added to the collection. The materials will be judged by the same standards of selection as those applied to the purchase of new materials.*

### **Reconsideration of Materials**

The Library recognizes that some collection materials are controversial and may be offensive to some patrons. However, selection and provision of materials will not be made on the basis of anticipated approval or disapproval, but on the merits of the work, author and/or publisher. The selection of materials is predicated on the Library user's right to read and view and his or her freedom from censorship by others.

Library materials will not be marked or identified to show approval or disapproval of the contents and no materials will be sequestered. The Library will permit industry-defined designations and ratings for audiovisual materials on containers within which they are displayed for patrons. However, this does not indicate that the Library endorses any particular rating or rating system in general. The Library recognizes that such designations and ratings help facilitate patrons' efforts to make their own selections.

The Library expects its patrons to exercise their own discretion when determining what materials or resources in the Library's collection they elect to peruse or borrow. Decisions relating to a child's choice of materials are solely the responsibility of the child's parent or legal guardian. Selection of materials for adults will not be inhibited by the possibility that such materials may be accessible to children.

The Executive Director and selectors do not have the authority to remove any materials from the Library's collection due to controversy of the work, author or publisher, or materials claimed to be obscene, profane, sexually suggestive or sacrilegious by one or more members of the public.

Individuals who wish to challenge any material held in the Library's collection may complete and deliver the Request for Reconsideration form. This form is designed to begin the process for Library staff to respond to inquiries made about the content of the Library's collection.

### **Process for the Request for Reconsideration form**

- Discussion with the Head of the Department in which the material is located
- If not satisfied, completion of the Request for Reconsideration form and discussion with the Executive Director, and

- If not satisfied, the request for reconsideration will be added to the next Library Board meeting agenda for investigation by the Library Board of Trustees

If the request for reconsideration is investigated by the Library Board of Trustees, a response will be delivered to the inquiring individual in a manner consistent with the Library’s established policies, the Library Bill of Rights, and the advice of its legal counsel. No materials 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 Library Board of Trustees. The Library Board aims to resolve all patron issues in a timely manner.

**Local Authors**

The Library acknowledges its particular interest in the works of local authors and local history and, therefore, it will maintain a strong collection in these areas. Items requested by the author to be purchased by the Library are subject to the same selection criteria as other materials. All local authors’ works are subject to the same evaluation criteria as other materials.

**Self-Published Materials**

Self-published materials are held to the same selection criteria as any other material the Library selectors evaluate for the collection.

**Collection Evaluation**

It is the responsibility of the Executive Director and designated staff members to ensure that the Library’s collection remains relevant to the community’s needs. Materials will be evaluated on an ongoing basis in order to identify physically deteriorated materials, obsolete materials, areas where additional materials are needed, need of updated editions or items needing replacement.

Withdrawing materials will be based on but not limited to the following:

- Number of duplicate copies
- Availability of more current materials in the specific subject area
- Literary quality
- Popularity or historical value
- Availability through interlibrary loan
- Indexing or listing in current collection guides

Disposal of withdrawn materials will be at the discretion of the Executive Director.

Adopted	October 16, 1996
Reviewed	
Revised	May 21, 2003; October 17, 2007; January 16, 2018

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<sup>i</sup> U.S. Census Bureau, 2010