

**ELMHURST PUBLIC LIBRARY
COLLECTION MANAGEMENT POLICY**

The Board of Library Trustees recognizes that within Elmhurst there is a wide range of interests, preferences, and needs among its residents. It is in the best interest of the public for libraries to provide the widest possible diversity of views and expressions. The freedom to read, hear, and view is essential to our democracy. Therefore, the Library's collection will include a variety of formats that represent varying viewpoints on a broad range of topics. All individuals have a right to choose which Library materials they will use. However, no one may restrict the rights of others. The Board also believes that it is not the responsibility of the Library but the responsibility of parents/guardians to monitor and supervise their own children's choice of Library materials. The Library does not advocate for the ideas found in the collection. The selection of any item or resource does not constitute an endorsement of its contents by the Library.

The Board endorses the following American Library Association intellectual freedom statements found in the Policy:

- Library Bill of Rights, (Policy 3.1)
- Freedom to Read Statement, (Policy 3.3)
- Freedom to View Statement, (Policy 3.4)

The Collection Development Policy serves as a guide for the selection and retention of materials for the Elmhurst Public Library. Development of the Library's collections will be based primarily on the mission and vision of the Library:

Mission Statement: Elmhurst Public Library enriches life in Elmhurst by providing opportunities to connect, create, and explore.

Vision Statement: Elmhurst Public Library is the place for discovery at the heart of the community. The Library provides the support, resources, and environment for Elmhurst patrons to:

- Pursue a Love of Reading
- Access Information
- Explore Interests
- Engage with Technology
- Connect with Others
- Create and Innovate

Responsibility for Collection Development:

Ultimately, responsibility for the Library's collection resides with the Library Director. Collection Development is done under the coordination of the Collection Manager who may assign

specific areas of the collection to staff members for the selection, evaluation, and withdrawal of materials.

General Selection Criteria:

Materials will be selected with consideration for, but not limited to, the following aspects:

- Authenticity of the information
- Authority of the author or publisher
- Availability of materials from other libraries
- Cost
- Interest to Elmhurst residents
- Popularity of the author or performer
- Physical features and format
- Readability and style
- Relation to existing collections and other material on the subject
- Relevance or timeliness
- Representation of a balancing point of view
- Space for the material or ease of access
- Suitable to the needs of the community
- Support of school curricula

Sources for material selection include published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and patron requests and recommendations. Librarians also use their professional judgement to determine the materials which best meet the objectives of the Library and the needs of the patrons.

Consideration will be given to the work as a whole. No work shall be excluded because of specific content taken out of context. Once an item has been accepted under the Materials Selection Policy, it will not be removed at the request of those who disagree with its inclusion into the collection unless it can be proved that the retention of the item would be in violation of this policy.

The Local History Collection may include the following materials:

- Annuals from Elmhurst high schools
- County, regional, and state histories with information relevant to Elmhurst
- Elmhurst telephone directories and city directories (on microfilm)
- Local newspapers and indexes
- Maps of Elmhurst
- Old and rare volumes on Chicago history already in the Local History Collection
- Published histories of Elmhurst
- Published histories of Elmhurst institutions, organizations, and companies

Alternative Collections:

General criteria includes: interest within the community, durability, ease of use, and items that supplement established collections/programs/services. Special consideration is given to occasional use items, and items that may not be rented elsewhere.

Digital Collections:

The digital collection aims to extend Library access to timely and versatile information with 24/7 availability and often without regard to the patrons' physical location. Digital resources consist of content that is stored and displayed digitally and accessed via the internet. These resources are often referred to as subscription databases and digital content or media. As digital resources are often purchased as a large group of preselected resources, some contain materials not directly selected by staff.

The general criteria considered in selecting subscription databases and digital content or media include: patron demand, content output options, coverage, ease of use, feedback on database trials, number of simultaneous users, ownership of content, possible impermanence of the technology, relationship of the resource to the print collection, remote access, technical support, and usage statistics.

Collection Scope:

The purpose of EPL's collection is to provide the materials most in demand by the community. The Library strives to maintain a diverse collection of materials, including items of contemporary significance and permanent value, as well as ephemeral items. Because the Library serves a public embracing a wide range of ages, interest levels, and reading skills, it will seek to select materials of varying complexity. The depth of the collection in any specific subject area shall be limited by available resources, and interlibrary loan will be used to supplement needs beyond the scope of a generalized public library collection.

As new collections, formats, and items are introduced into the marketplace, they will be evaluated to assess their suitability for public library use.

Collection Maintenance:

Patron use is the most powerful influence on the Library's collection, and much of the Library's use is from new and popular adult fiction books, children's materials, DVDs and eBooks. Circulation, purchase requests and hold (reserve) queues are all closely monitored, triggering the purchase of new items and additional copies of high-demand items to be included in the collection. After initial demand has passed, most duplicate copies will be removed from the collection.

The Library will maintain a broad-based collection of materials in a variety of formats that address the interests of Elmhurst residents. Areas that are especially popular will be developed beyond

the basic level, and a particular collection may be enhanced on an ad hoc basis in response to current issues.

All areas of the collection will be kept current and appealing to users through regular weeding. Continual evaluation of Library holdings is an essential part of collection development. To ensure a vital collection of continued value to the community, resources that are judged by the professional staff to have outlived their usefulness are withdrawn. Decisions for removal are based on, but not limited to, diminished circulation, physical condition, usefulness, accuracy, space limitations, and holdings of other libraries. The Library does not make arrangements to sell or give withdrawn materials directly to specific patrons.

Suggestions:

Elmhurst Public Library residents have the opportunity to suggest the purchase of a title for the Library's collection. Requests will be considered based upon general selection criteria. If an item is not purchased, the Library will attempt to obtain the item through interlibrary loan.

Request for Reconsideration of Library Materials:

Elmhurst Public Library residents may request the reconsideration of an item already in the Library's collection. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures.

1. Patrons who wish to have materials reconsidered will be given the *Library Reconsideration Form* (6.1.4.5)
2. Upon receipt of the completed form, the form will be given to the Collection Manager who will then review the item with the appropriate Department Head, gather reviews, and consult the Collection Management Policy to recommend whether the item should remain, be relocated, or removed from the collection. The Director will be informed of the complaint and the recommendation from the Collection Manager.
3. The Director or designated staff member will contact the patron who initiated the complaint to announce the disposition of the material in question.
4. If the decision made by the Library Director and professional staff is not satisfactory to the individual, the individual has the right to present the complaint to the Board of Trustees. This shall be accomplished by written request to the President of the Board asking that the matter be placed on the agenda of a regular Board meeting. The President shall then schedule this within a reasonable period of time, and shall provide written notice to the requester of the date and time of the meeting at which the Board will consider.
5. The Board shall review the matter and base the final decision concerning action to be taken on the criteria defined in its Collection Management Policy.
6. The item will remain available to patrons during the reconsideration process.

7. The person who has raised the question shall receive written notification of the action taken by the Board.
8. The Board of Trustees has final authority on materials reconsideration requests.

Appendices:

6.1.4.5 Library Reconsideration Form

Labeling:

Library items are categorized broadly for the purpose of locating them. They are not marked or identified for the purpose of restricting those items to a particular audience. Materials are not isolated except for the purpose of protecting them from damage or theft.

Donations of Materials:

Donations of materials are rarely accepted and will be considered on a case-by-case basis.

Items donated to the Library are subject to the same selection criteria as purchased items. Materials that are not accepted for the collection may be put in the book sale room or disposed of in some other manner.

Self-published materials:

The Library will consider acquiring self-published materials if they meet the selection criteria as outlined in the Collection Management Policy and include unique local content or information not otherwise found in the collection. Library staff will not review or give feedback on self-published materials.

Donated self-published materials are subject to the same selection criteria as other donations. A form is available for submitting self-published materials for consideration for inclusion in the Elmhurst Public Library collection.

Appendices:

6.1.4.7 Self-Published Materials Form