

## ATTACHMENT F

### Policy Reviews: Collection Management, Selection Policy, Electronic Devices

We revised the Collection Management Policy to reflect current practices and include our new mission statement and goals. The Collection Management policy and the Selection Policy have been merged into one policy. We will discuss and review at the meeting.

## **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)

Development of the Library's collections will be based primarily on the mission and vision of the Library:

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

**6.1.3 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:

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

Use is made of standard bibliographies and of reviews in professional and other journals. 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:

- Published histories of Elmhurst
- County, regional, and state histories with information relevant to Elmhurst
- Published histories of Elmhurst institutions, organizations, and companies
- Annuals from Elmhurst high schools
- Local newspapers and indexes
- Elmhurst telephone directories and city directories (on microfilm)
- Maps of Elmhurst
- Works of local authors that played a significant role in the development of the city or its community activities.
- Old and rare volumes on Chicago history already in the Local History Collection

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. This format also increases depth and breadth of the collection, alleviating the need to purchase copies of some print resources. 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:**

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.

Multiple copies will be purchased to meet patron demand. After initial demand has passed, most duplicate copies will be removed from the collection.

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.

**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 Material Reconsideration Form* (6.1.4.5 or 6.1.4.6).
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 Materials Reconsideration Form – Print Materials

6.1.4.6 Library Materials Reconsideration Form – Audio Visual Materials

**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.

## Self-Published Materials

Self-published materials are subject to the Collection Management Policy.

Items need to be approved by the appropriate selector.

Donated materials become property of the Elmhurst Public Library.

Items may be withdrawn.

Please complete the following:

Book Title: \_\_\_\_\_

Author's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

If your item is not added to the collection, would you like it returned? ☐ YES ☐ NO

Where has your book been reviewed?

Attach reviews, publicity materials, or other information if available.

### Electronic Device Policy

As part of the Elmhurst Public Library's mission to provide opportunities to ~~explore, learn, and grow~~ connect, create, and explore, the Library has a collection of electronic devices (e-devices) available for patron use. The Library offers access to eReaders, tablets, laptops and other electronic devices, for use in the Library or for checkout, to supply the Elmhurst Public Library community with the technological knowledge necessary to stay informed and current.

- Library policies, including the Internet Access Policy, apply to the use of the e-devices. Policies are available online and may be printed out at the patron's request.
- A patron must have an Elmhurst Public Library card.
- As with all library materials, the patron assumes responsibility for the item and is liable for damage or loss of parts (See Circulation, 5.3 Lost/Damaged Materials).
- All devices are locked and registered to the Elmhurst Public Library.
- Additionally, patrons may not alter, delete or copy any software loaded on the devices or otherwise change its existing configuration.
- Content for e-devices follows the same collection development policies and procedures used when selecting library materials. The Elmhurst Library Collection Management Policy is available online and may be printed out at the patron's request.
- Responsibility for supervising children's use of the e-devices and their content rests with the parents or legal guardians.
- Content on e- devices may change. The Library reserves the right to add or delete any content it provides on these devices.
- Any use of the devices for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.



## **ELMHURST PUBLIC LIBRARY MATERIALS SELECTION POLICY**

### **6.1.1 INTRODUCTION**

It is in the public interest for libraries to make available the widest possible diversity of views and expressions. Freedom is meaningless if it is accorded only to the accepted and inoffensive. The freedom to read, hear and view is essential to our democracy. The Library will therefore build and maintain a large well-balanced collection of print and non-print materials that reflects a range of viewpoints on a variety of subjects.

The responsibility for the policy governing the inclusion of materials in the Library collection rests with the Board of Trustees. The Board of Trustees of the Elmhurst Public Library endorses the American Library Association's "Freedom to Read" statement, the "Library Bill of Rights", and the "Freedom to View" statement. (3.3, 3.1, 3.4) The Board delegates the actual task of selection to the Library Director and to those professional staff members knowledgeable in each of the various subject areas who choose materials that support the Mission Statement and Vision Statement adopted by the Board of Trustees. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with written policies.

The Board believes that censorship is a purely individual matter and declares that, while individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view. The Board also believes that it is the responsibility of parents to monitor and supervise their own children's choice of library materials.

### **6.1.2 MISSION STATEMENT**

Elmhurst Public Library enriches life in Elmhurst by providing opportunities to explore, learn and grow.

### **6.1.3 VISION STATEMENT**

Elmhurst Public Library will be a place for discovery at the heart of the community. The Library will provide the support and resources for Elmhurst residents to

- develop a love of reading
- access information for work and learning
- pursue interests that will enrich their lives
- understand changes in technology, society and culture
- gather and interact with each other

Adopted 2/15/88; Rev. 7/17/90; Rev. 3/16/93; Mission and Roles rev. and reconfirmed 5/16/95. Rev. and reconfirmed 11/1/8/97; rev. 5/15/01; rev. 1/11/05; Rev. 12/16/08; rev. 1/19/10; 1/18/11; 4/16/13

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#### **6.1.4 SELECTION OF LIBRARY MATERIALS**

##### **6.1.4.1 GENERAL CRITERIA FOR SELECTION**

The selection of materials will be governed by the Mission Statement and support the Library's Vision.

##### **6.1.4.2 METHOD OF SELECTION**

Due to the vast number of titles published and limitations of budget, space and format, Elmhurst Public Library cannot possibly purchase all materials published. Materials and electronic sources will be selected with consideration for, but not limited to, the following aspects:

- Interest to Elmhurst residents
- Materials as "news"
- Readability and style
- Popularity of the author or performer
- Authenticity of the information
- Authority of the author or publisher
- Physical features and format
- Cost
- Currency of the material or electronic source
- Space to house the material or ease of access if not housed in the Library

Selection of materials is accomplished in a variety of ways. Extensive use is made of standard bibliographies and of reviews in professional and other journals. Recommendations by staff and residents of the community are seriously considered. Librarians also use their professional judgment to determine the materials which best meet the objectives of the Library and the needs of the patrons.

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 diminished circulation, physical condition, usefulness and accuracy.

Selection policies related to specific collections are covered in detail in the Library's Collection Development Policy (6.2).

Adopted 2/15/88; Rev. 7/17/90; Rev. 3/16/93; Mission and Roles rev. and reconfirmed 5/16/95. Rev. and reconfirmed 11/1/8/97; rev. 5/15/01; rev. 1/11/05; Rev. 12/16/08; Gift Materials Rev. 6/16/09; rev. 1/19/10; 1/18/11; 4/16/13

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#### **6.1.4.3 CENSORSHIP**

Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, the Elmhurst Public Library will not segregate materials on the basis of controversial subject matter.

Material shall not be removed from the Library collection solely because the ideas and/or topics presented may be objectionable to an individual Elmhurst resident or group of residents. The Library does not endorse opinions contained in its collection. Patrons are free to enjoy, dislike, or ignore any item in the collection. However no one is free to restrict another's use of library materials. 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.

#### **6.1.4.4 RECONSIDERATION OF LIBRARY MATERIALS**

Elmhurst residents with complaints about library materials shall be referred to a professional librarian or to the Head of the Adult Services Department or Kids' Library depending on the level of the material. Should this discussion not resolve the problem, the individual should be referred to the Library Director to discuss the material.

After discussion with the Library Director, residents who wish to pursue questions about reconsideration of materials in the collection must then prepare a formal written complaint by completing the *Library Material Reconsideration Form* (6.1.4.5 or 6.1.4.6). The Board of Trustees shall be notified of the receipt of all such completed forms.

Upon receipt of a completed form, the Library Director and the professional staff will review the material and make a decision regarding action to be taken. The Library Director shall promptly, by written notification, inform the individual who has raised the question and the Board of the decision which has been made.

In the event that the decision made by the Library Director and the 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 of the Board shall then schedule this within a reasonable period of time, and

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shall provide written notice to the requester of the date and time of the meeting at which the Board will consider the matter.

The Board shall review the matter in question and base the final decision concerning action to be taken on the criteria for selection and maintenance of the collection as defined in its official Materials Selection Policy. The item will remain available to patrons during the reconsideration process. The person who has raised the question shall receive written notification of the action taken by the Board.

The decision on reconsideration of a specific item will remain in effect for three years.

Appendices:

6.1.4.5 Library Materials Reconsideration Form – Print Materials

6.1.4.6 Library Materials Reconsideration Form – Audio Visual Materials

## **ELMHURST PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY**

Development of the Library's collections will be based primarily on the mission and vision of the Library:

Elmhurst Public Library enriches life in Elmhurst by providing opportunities to explore, learn and grow.

Elmhurst Public Library will be a place for discovery at the heart of the community. The Library will provide the support and resources for Elmhurst residents to:

- Develop a love of reading
- Access information for work and learning
- Pursue interests that will enrich their lives
- Understand changes in technology, society and culture
- Gather and interact with each other.

Funds will be allocated for purchases in the various sections of the collection according to demand (circulation history) and considerations such as the need to develop new subject areas and formats or update collections in established areas.

Selection of materials is accomplished in a variety of ways. Extensive use is made of standard bibliographies and of reviews in professional and other journals. Recommendations by staff and residents of the community are seriously considered. Librarians also use their professional judgment to determine the materials which best meet the objectives of the Library and the needs of the patrons.

Multiple copies will be purchased to meet patron demand. A collection of "Hot Copies," which are non-reservable, will be maintained to ensure that some bestselling materials are always available. After initial demand has passed, most duplicate copies will be removed from the collection. Multiple copies will be purchased and maintained in high demand subject areas.

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 diminished circulation, physical condition, usefulness, and accuracy.

All items in the collection will be indexed by way of online databases to facilitate access.

### **6.2.1 Adult Collections – General Principles**

The reading and interest levels of the collections will range from that of the average high school student through that of the educated layperson. For purposes of this plan, a basic level of collection development is defined as comprising the major works in a subject area and coverage of all aspects of that subject sufficient to support popular interest and initial study.

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The Adult collections will address the Library's mission and vision as follows:

**Develop a Love of Reading**

Selectors will seek out and purchase multiple copies of popular materials to meet demand. An effort will be made to maintain all works in a series and to retain earlier works by authors who are currently popular.

**Information for Work and Learning**

The areas of the collection that support job seekers and business people in Elmhurst will be developed beyond a basic level.

Selectors will bear in mind the needs of high school students, particularly recurring assignments, in developing the collections. However, textbooks will be purchased only when they provide the best available overview of a subject.

In order to meet the needs of adult independent learners, the collections will provide a broad range of information in all subject areas, with particular emphasis on how-to information. A basic selection of principal works in each subject area and of classic fiction will be maintained.

**Pursue Interests that Will Enrich Their Lives**

The Library will maintain a broad-based collection of materials in a variety of formats that address the interests of Elmhurst residents as reflected in circulation, requests, and media coverage. 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 such as elections, economic conditions or a new software release.

**Understand Changes in Technology, Society, and Culture**

Particular attention will be given to maintaining current collections relating to technology, as outlined under 000 Generalities, although materials may be classified in other areas, depending on their focus. Selectors in each subject area will seek out materials that describe and explain current social and cultural trends.

**6.2.1.1 Reference Materials**

To support access to information for work and learning, a selective collection of sources for in-house use will be maintained. The reference collection will cover disciplines at a basic level and in a variety of formats. The Library will provide electronic access to information which is most easily searched in that format. When possible, electronic sources will be made available from remote locations.

### **6.2.1.2 Book Collections**

#### **Fiction**

In fiction purchasing, the criteria of patron demand, author renown, relevance to local lifestyles/interests, and favorable reviews are heavily used. In addition, learning support is also considered. Since an important part of the Library's mission is to provide current popular materials, fiction purchasing emphasizes bestsellers and new books in quantities sufficient to meet initial demand. The print fiction collection will be supplemented with electronic books. In addition to "regular" copies, some high demand titles are placed in the "Hot Copies" collection which is available to Elmhurst card holders only.

#### **Teen Fiction**

The Library will maintain a collection of fiction books which appeal primarily to young people of high school age. The collection will include some classics commonly read in high school but will be primarily a browsing collection of popular materials for this age group.

#### **Graphic Novels**

Graphic novels for adults will be developed as a separate collection. Selectors will endeavor to maintain complete series in this collection through original purchase and replacement.

#### **Large Print**

A basic collection of current, popular fiction and non-fiction titles will be maintained in Large Print format for persons who have difficulty reading regular print.

#### **Paperbacks**

The paperback collection will be developed as an ephemeral collection of current, popular interest titles, including genre fiction.

#### **World Language Collection**

The Library will maintain a small collection of books in the foreign languages most requested in Elmhurst. The purpose will be to provide recreational reading for those who wish to maintain foreign language skills or whose native language is not English.

#### **English as a Second Language**

To meet the needs of adults who are learning English as a second language (ESL) and those who tutor them, the Library will provide a small collection of appropriate materials in a variety of formats.

#### **Adult New Readers**

A small collection of simplified reading materials on an adult interest level will be provided to meet the needs of adults who are learning to read for the first time and those who tutor them.

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**Non-Fiction Circulating Collection**

Based upon the diverse interests of the community, the Library will provide a basic level of information in all general subject areas. When appropriate and available, the print book collection will be supplemented with electronic books. The non-fiction collection reflects the Library's commitment to help residents develop a love of reading, obtain information for work and learning, pursue interests that will enrich their lives and understand changes in technology, society, and culture. There is emphasis on providing current popular materials. The Library strives to stay current on the many topics where timeliness is critical, like health, travel, technology, investing, job hunting and more. In addition to "regular" copies, some high demand titles are placed in the "Hot Copies" collection which is available to Elmhurst card holders only.

**6.2.1.3 Local History**

The Local History Collection will preserve published materials which document the history of Elmhurst. Since the Elmhurst Historical Museum collects non-published materials and photographs, this type of material will not be included in the Library's collection. The Local History Collection will duplicate some materials in the Library's circulating collection for purposes of preservation.

The Local History Collection will include the following materials:

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

Works of local authors will be purchased for the circulating collection and identified in the Library catalog. At the time of withdrawal from circulation, staff will decide on the significance of the author to Elmhurst and transfer to Local History those which meet one or both of the following criteria:

- a) The author played a significant role in the development of the city or its community activities.
- b) The author is known outside the immediate area and is identified with Elmhurst to the extent that scholars might seek his/her works here in the future.



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With the exception of the local newspapers and indexes, the Local History Collection will be housed in locked cases, with access supervised by staff.

#### **6.2.1.4 Magazines and Newspapers**

The Magazine and Newspaper collection supports the book collection and is subject to the same general principles of collection development. Magazines and newspapers of broad, general appeal will be given preference over highly specialized or scholarly journals when subscription decisions are made. Electronic databases will supplement the magazine and newspaper collection. To assist residents in pursuing their interests, the collection will include a wide range of general interest and leisure-oriented publications covering such topics as hobbies, travel, sports, fashion, nature, consumer, how-to, health, computer, and arts magazines. To promote a love of reading, the collection will include a representative sampling of literary magazines and other publications with book reviews.

#### **Special Areas:**

##### **Investing**

A selection of investment, business, and economics publications will be provided to meet the needs of business persons and investors.

##### **Foreign Language and International Interest**

International publications will provide a global perspective to the collection. A collection of titles in the foreign languages most requested in Elmhurst will be maintained to meet the needs of students and those whose native language is not English.

##### **Professional Collection**

The Library will subscribe to professional library publications to facilitate selection and provide information for staff development. Some professional journals may be housed in staff areas but will be made available to the public on request.

##### **Back files**

Paper back files will be retained for 1 - 2 years, depending on durability of format, frequency of use, availability in microform or electronic format, and space limitations.

Photocopies from journals not held by or electronically accessible by the Library will be made available within the limits of the Photocopy Service Policy.

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### **6.2.1.5 Media**

Media will be selected and maintained according to the general collection principles. Media formats have been and will continue to be in a state of flux. In general, the Library will apply the following considerations to managing collections in each format:

#### **New format introduced**

Most people do not own devices that will play the format so there is little demand from Elmhurst patrons. There is limited availability for purchase through traditional library channels. Selectors will monitor the format but not purchase.

#### **Add format to collection**

There is increased demand and availability of the format. Money is budgeted to “launch” a new collection and an initial purchase of multiple titles is made for an “opening day” collection.

#### **Established**

Money is budgeted annually, and selectors maintain the collection and buy new and popular material. Replace damaged or lost classic titles.

#### **Fading**

This typically happens when a new format is supplanting an older format, such as compact discs replacing VHS tapes. New and popular items are only published in new format, and there is little availability of new materials in the old format. Patrons will check out the old format but typically prefer the new. Circulation decreases. Major library suppliers no longer offer the old format. Replacement parts are no longer available. Purchasing of the format ceases at this point, and donations are not accepted.

#### **Removal from Collection**

Circulation is minimal. Nonfiction material becomes increasingly dated. The collection is no longer viable and is removed.

#### **Audiobooks/Spoken Word**

The audiobook/spoken word collection will be developed in accordance with the general collection development principles and supports the goals of developing a love of reading and providing information for work and learning. Formats will be selected as outlined above with the intent of offering a variety of means of access to fiction and non-fiction titles. The Teen audiobook collection will be developed in accordance with the Teen fiction collection development principles.

#### **Music**

The music collection responds to the interests of Elmhurst residents and will cover the genres classical, jazz, blues, soul, folk, world, pop, rock, country, soundtracks, musicals, religious and

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holiday music and a wide range of current popular music. An effort will be made to include recordings by significant local musicians and noteworthy performances in the Chicagoland area.

**Movies/Television/Educational Video**

The film collection will provide popular movies of all genres including American feature films, foreign films, musicals, and documentaries that have been shown in theaters. The non-fiction collection will include instructional, informational films, documentaries, theatrical and musical productions, and literary works on film. A representative selection of popular television series and a collection of anime films will also be provided.

**Programs for Video Game Consoles**

This collection will include programs for popular game console platforms. They will be purchased for both the adult and teen audiences. Circulation, anticipated demand, patron requests, write-ups in professional and popular journals, and online reviews will determine the material selection. Circulation, and demand will determine relative percentages of each platform in the collection.

**6.2.1.6 Digital Content**

**Electronic Resources**

Electronic resources, which include online databases and digital content, provide timely and versatile access to information with 24/7 availability and often without regard to the patrons physical location.

**Online Databases**

Online databases are digital tools for research, reference and learning that provide timely and current information. Some materials, which previously existed only in physical format, now exist solely in digital format while other electronic resources have information beyond the scope of the rest of the Library's collection. Databases may duplicate other materials that are then evaluated for retention.

**Digital Content**

Digital content, which includes digital audiobooks, video, eBooks and eMagazines, is a rapidly expanding part of the collection. The criteria used for selecting digital content are the same as that used for the selection of physical materials. To meet the interests of the community, collection emphasis is on popular fiction and nonfiction titles in a variety of genres.

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

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### **6.2.2 Kids' Library Collections – General Principles**

The Kids' Library collections serve Elmhurst children from infancy through eighth grade, parents, teachers, and other adults working with children. They will address the Library's mission and vision as follows:

#### **Develop a Love of Reading**

Special emphasis will be placed on selecting materials that support pre-reading and early reading skills and foster the enjoyment of reading.

#### **Pursue Interests that Will Enrich Their Lives**

Collections for older readers will be designed to help children explore their interests, supporting both their personal development and their enjoyment of reading.

#### **Information for Learning**

Materials will be selected to coordinate with the curricula of local schools. Multiple copies will be purchased as necessary for student assignments and to provide classroom collections to Elmhurst schools.

#### **Understand Changes in Technology, Society, and Culture**

Resources will be provided to foster independent learning about the world, with an emphasis on multicultural materials, and materials on diversity, technology, and the environment.

### **6.2.2.1 Reference Materials**

To provide information for learning that is always available, a current and selective collection of online and non-circulating print sources at primary, intermediate and middle school reading levels will be maintained. The reference collection will cover disciplines at a basic level and in a variety of formats. When possible, online sources will be made available from remote locations.

### **6.2.2.2 Book Collections**

#### **Picture Books**

The picture book collection includes highly illustrated fiction and concept books. They are generally meant to be read to children, from infants to second graders, but may also be appropriate for children to read on their own. These books are meant to help children explore their world, develop their language skills and their imaginations, and to foster a love of reading. The picture book collection includes board books designed for infants and toddlers. The picture book collection also includes "big books:" paperback books in a very large format for groups of children to view as the story is read aloud. Pop-ups, lift-the-flap and other easily damaged books are rarely purchased, except for in-library use only

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**Beginning Readers**

The beginning reader collection contains illustrated fiction and concept books with a controlled vocabulary, designed for children learning to read. The target audience for this collection is children in kindergarten through early second grade. Many titles are purchased that foster the pre-reading / early reading skills as described by PLA's "Every Child Ready to Read" initiative.

**Fiction**

The juvenile fiction collection serves readers in second through eighth grade. The reading level ranges from easy chapter books to young adult novels. Fiction in various genres (mystery, science fiction, fantasy, historical fiction, multicultural, etc.) is selected for each grade level. Titles that appeal to boys and to girls are selected in each genre. A small number of high-quality titles are duplicated in large print. Juvenile fiction also includes a collection of high interest / low vocabulary books. In addition to "regular" copies, some high demand titles are placed in the "Hot Copies" collection which are available to Elmhurst card holders only.

**Paperbacks**

The paperback collection also serves readers in second through eighth grade. Titles may be duplicated in the hardcover fiction and paperback collections, but the paperback collection focuses on original paperbacks. A number of highly popular series are published in a paperback format only. Christian fiction and movie and TV tie-ins are also predominately sold in paperback. These kinds of titles are the first priority for this collection.

**Graphic Novels**

Graphic novels suitable for children in grades two through eight are purchased, including a mixture of classics, manga and comic books.

**Non-fiction**

The juvenile non-fiction collection contains informational books that support the recreational and educational needs of children in preschool through eighth grade. A major focus of the collection is supplying books that students need for homework assignments. Additionally, the non-fiction collection reflects the Library's commitment to help residents develop a love of reading, obtain information for work and learning, pursue interests that will enrich their lives, and understand changes in technology, society, and culture.

Generally, textbooks are not purchased for the non-fiction collection, except when they offer the best choice in covering a subject well. When purchasing books on subjects heavily assigned in the schools, multiple copies of single titles will be purchased in addition to single copies of many titles. The Library strives to stay current on the many topics where timeliness is critical like technology, science, social issues, world records, biographies of popular athletes and celebrities, etc.

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**Parent/Teacher Collection**

This collection provides resource material for parents, teachers and adults working with children (such as scout leaders). Most of the books purchased for this collection are on an adult reading level. The collection focuses on parenting books, such as toilet training books, and educational materials, especially those that offer suggestions for using literature in the classroom. A large collection of home schooling materials is included. Books on reading are a particular focus, including anthologies of read-alouds, books on how to teach and encourage reading, and readers' advisory tools.

**Fairy Tales and Folklore**

A large collection of fairytales, folklore and fables is maintained, representing most cultural traditions. African folklore, American folklore, and tall tales are areas of special focus.

**6.2.2.3 Kids' Library Magazine Collection**

A collection of magazines specifically for children from pre-school through grade eight will be maintained in the Kids' Library. These titles will encourage a love of reading and exploring a variety of interests.

**6.2.2.4 Media**

Media will be selected and maintained according to the general collection principles for the Kids' Library. Formats will be selected as outlined in section 6.2.1.5.

**Audiobooks/Spoken Word**

This collection will include children's fiction and some non-fiction corresponding to the print book collections for this age group. Special consideration will be given to titles read in the schools to help support developing reading skills. A collection of kits that pair a print book with an audiobook will also be maintained.

**Music**

The music collection will include lullabies, children's songs, folk songs, holiday music, popular music, movie soundtracks, sound effects, classical music by well-known composers, and music appreciation recordings aimed at children. Recordings with nursery rhymes and musical activities will be purchased to support language acquisition, storytimes and language development in children with special needs.

**Programs for Video Game Consoles**

This collection will include programs for popular video game console platforms. They will be purchased for children in preschool through eighth grade. Circulation and demand will determine the relative percentages of each platform in the collection.

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**Movies/Television/Educational Video**

This collection is designed to serve preschoolers through eighth grade students as well as adults working with children of this age. This collection will include fairy tales, stories based on books, instructional films, children's feature films, television favorites, and classic family feature films.

**Software for the Kids' Library's Public Access Computers**

The primary goal of the software collection is to provide children from ages two through fourteen with an opportunity to use computers to learn reading, math, problem-solving and science skills. In addition, the Library's role is to serve as an introduction to computers for very young children and the adults working with them, and to supplement the computer education offered to children in school. Knowledge of computers and their use promotes self-assurance in handling technology and fosters critical thinking skills.

**6.2.2.5 Toys**

The primary goal of the toy collection is to provide children from toddlers through second grade an opportunity to develop cognitively, physically, socially, and emotionally through creative play.

This collection will include mostly puzzles and puppets, but may also include hands-on materials such as magnifying glasses and rhythm instruments. The collection will include adaptive toys for children with special needs.

**6.2.2.6 Digital Content**

**Electronic Resources**

Electronic resources, which include online databases and digital content, provide timely and versatile access to information with 24/7 availability and often without regard to the patrons physical location.

**Online Databases**

Online databases are digital tools for research, reference and learning that provide timely and current information. Some materials, which previously existed only in physical format, now exist solely in digital format while other electronic resources have information beyond the scope of the rest of the Library's collection. Databases may duplicate other materials that are then evaluated for retention.

**Digital Content**

Digital content, which includes digital audiobooks, video, eBooks, and eMagazines, is a rapidly expanding part of the collection. The criteria used for selecting digital content are the same as that used for the selection of physical materials. To meet the interests of the community, collection emphasis is on popular fiction and nonfiction titles in a variety of genres.

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