

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### COLLECTION DEVELOPMENT AND MATERIAL SELECTION POLICY

#### **Policy**

The collection will be based on current needs, with multiple copies to meet reasonable demands. It is beyond the general scope of the Library to provide materials of a highly technical, specialized or academic nature. Efforts will be made to borrow materials that are not owned or beyond the general scope of the Library.

In its selection of materials, the WCPLD endorses the Freedom to Read Statement as adopted by the American Library Association (ALA) (see attachment). The Library has the duty to provide a representative selection of materials on controversial subjects of interest to its readers and not prohibited by law, including materials on all sides of a specific controversy.

This library holds censorship to be a purely individual matter and declares that while anyone is free to reject for himself/herself books and other materials of which he/she does not approve, he/she cannot exercise this right of censorship to restrict the freedom of others.

#### **Procedures**

##### **A. Criteria and Tools for Selection of any Format**

In selecting materials the librarians will evaluate each work as a whole on the basis of the following criteria:

1. Relevance to community interest, needs, and standards
2. Anticipated patron demand
3. Favorable rating in standard reviewing media, general or specialized, such as library journals
4. Availability of other area resources for specific work or other works on subject matter
5. Patron request for specific materials that meet selection standards
6. Authority and competence of author and publisher
7. Relative importance in comparison to other available books on the subject
8. Relation to the existing collection: degree to which material contributes to a collection balanced in controversial issues, and balanced between the needs of special interest groups and those of the general readership
9. Importance as a record of the times or for the presentation of a unique point of view
10. Literary value or global significance
11. Inclusion on standard library or subject lists
12. Price
13. Physical features and format
14. Reading level

15. Usability of the product
16. Availability of the material to multiple users
17. Equipment required to provide access to the material
18. Availability of physical space needed to manage and maintain the information or equipment

## **B. Responsibility for Selection**

The professional librarians with particular expertise in a subject area or a language other than English are responsible for selecting materials for inclusion into the Library collection.

## **C. Special Collections**

### **1. Large Print**

A special large print collection is provided for patrons with impaired vision. In addition, the Library utilizes the resources of the Voices of Vision Talking Book Center and the Library of Congress for patrons who are blind or who have physical impairments which prevent their reading large print books.

### **2. Non-English and ESL**

The Library maintains a Spanish language collection to provide general reading material (both fiction and non-fiction), and materials in other formats. An English as a second language (ESL) collection is maintained for native speakers of other languages.

### **3. Repository**

The Illinois Nuclear Regulatory Commission, the United States Environmental Protection Agency, and various other official governmental bodies involved with the ongoing issue of thorium contamination in the City of West Chicago periodically add documents to the Depository Collection held in the Library.

### **4. Archived and Historical**

The Library maintains an archived and non-circulating bound collection of the West Chicago Press dating back to the 1960s and a microfilm collection of the Press dating back to the 1920s. Images of cultural and historical interest are maintained in a digital format.

## **D. Withdrawing Materials from Collection**

The Collection Development and Material Selection Policy serves as a guide for assessing and maintaining the collection as well as for the selection of materials. Subject areas should be reassessed for relevancy and currency every two years, at a minimum, although certain areas may require more frequent review. Collection of materials in outdated formats may not be maintained.

Materials which are withdrawn because of loss or damage are reported to the appropriate department manager who decides whether the item should be replaced using the same criteria as for selection.

### **E. Gift Materials and Memorials**

The Library welcomes gifts of books and other materials. Gifts must meet the same criteria for addition to the collection in accordance with the Collection Development and Materials Selection Policy. Monetary donations for memorial materials are welcomed. Materials and other gifts purchased from these funds are suitably identified as memorial donations.

Organizations or individuals are encouraged to consult with the Library Director, or the Reference Librarian responsible for memorials in the selection of appropriate items. The Library welcomes suggestions based on the interests of the person being memorialized, but cannot guarantee that materials on those subjects will currently be available.

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