

Shorewood-Troy Public Library Policy

Collection Management Policy

Purpose

The purpose of the Collection Management Policy of the Shorewood-Troy Public Library District (STPLD) is to guide the library staff in their assigned areas of collection management and to inform the public of the principles which govern the management of the Library's collection.

Authority

The responsibility for the policy governing the management of the Library's collections rests with the Board of Trustees. Responsibility for managing the collections is delegated to the Library Director and appropriate staff.

Public Services Managers will be responsible for the collection in their respective areas. Managers will delegate collection development responsibility as appropriate. Work done by the selectors will be overseen by the Director.

Criteria for Selection

1. Materials are selected to fulfill the roles established by the Shorewood-Troy Library District Board of Trustees. The following criteria serve as guidelines:
 - a. Popular demand
 - b. Value of information
 - c. Accuracy
 - d. Relevance to community interests, needs, and languages spoken
 - e. Authority of the author in the field
 - f. Representation of varying points of view
 - g. Price, format or production quality

These criteria are given in no particular order.

2. Selection of materials is made on the basis of the values and interests of all the people in the community. No material will be excluded because of the race, nationality, religion, or political or social views of the author. The library does not advocate a particular viewpoint, simply because a title was selected for the collection.
3. No titles are excluded from the collection solely because the frankness of presentation might be offensive to some nor because the material might not be suitable for all levels. High interest materials of questionable long-term value are

- included in the collection and may be withdrawn once they have served their purpose. Literary merit is not a necessary criterion for high interest materials.
4. Fiction is chosen primarily for its presumed popularity with our patrons. Classics, especially those taught in the schools, will also be collected.
 5. Nonfiction is chosen for the authoritativeness of its information. It may also be chosen due to the popularity of either its writing style or topical matter. The library *does not* collect textbooks, unless they are titles currently being taught in the Troy School District.
 6. Tools used to select include review sources such as: *Library Journal*, *Booklist*, *Publisher's Weekly*, and *School Library Journal*. Significant mentions in popular media, such as various talk shows or news shows, as well as mentions in *People*, *Entertainment Weekly* and other popular magazines may guide selection for popular titles.
 7. When available, all materials which contain a significant amount of information about Shorewood and the district or are written by a resident of the library district will be acquired.
 8. When budget permits, appropriate suggestions for materials made by registered STPLD patrons will be considered.
 9. Collection HQ, a paid database, is used by selectors to determine the quantities of items to be purchased.

Consortia Membership:

The Library belongs to the Pinnacle Consortia, a network of 6 libraries in the South Suburbs of Chicago. Collection decisions are made in context of our membership in Pinnacle. Items not available at our library are often easily obtained through Pinnacle's catalog or through larger state or national Interlibrary Loan Methods.

Pinnacle has set internal guidelines for libraries to ensure that they are meeting their own patron's demands. There is a 7:1 ratio on holds, meaning that for every 7 holds by library's patrons, a copy should be purchased. A report is also run annually to determine that individual libraries are able to support **at least** 80% of their patrons' needs.

Censorship

1. The Board of Trustees believes that censorship is an individual matter and declares that, while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others.

2. The Library selects appropriate material for each age group. Special collections serve the needs and interests of children of preschool, elementary and junior high age.
3. There are no age restrictions on the borrowing of library materials. Selection of materials for the adult collection will not be limited by the fact that this collection is widely used by both high school and middle school students, and increasingly by elementary school students. The responsibility for monitoring library material used by minors rests with the parent or guardian.
4. The Library Board of Trustees upholds the principle of Freedom to Read and declares that whenever censorship is involved, no material will be removed from the library except under the orders of a court of competent jurisdiction. The principles on which this policy is based are expressed in the “Library Bill of Rights”, adopted by the American Library Association (ALA), and as amended by the ALA Council, and the following interpretations by the ALA Council: Challenged Materials, Evaluating Library Collections, Exhibit Spaces and Meeting Rooms, Expurgation of Library Materials, Free Access to Libraries for Minors, Restricted Access to Library Materials, and Statement on Labeling, copies of which are incorporated herein or attached.
5. Patrons with complaints concerning specific library materials will be provided with a copy of the Collection Management Policy of the Shorewood-Troy Library and asked to complete a copy of the “Citizen’s Request for Reconsideration of Materials”. Upon receipt of said request the Director will review the form and make an appointment with the patron for a consultation regarding the material. Should the consultation not rectify the problem, the Director will bring the matter to the attention of the Library Board of Trustees for their consideration. The complainant must be a STPLD patron in good standing.

Donations

1. Gifts of books and other materials will be accepted periodically by the Library with the understanding that these articles are given unconditionally and become the property of the library. The library reserves the right to add the item to its collection, donate it to another institution or dispose of it in any other manner.
2. Gifts of money, real property, and stocks and bonds are encouraged and are most useful to the library in unrestricted form. Any restrictions or conditions attached to such gifts must apply to the mission and roles of the library and be acceptable to the Board of Trustees.
3. Personal property, art objects, memorial, or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects, and similar materials are generally **not** accepted as gifts by the library. Under

certain circumstances the library may accept such a gift if all conditions are approved by the Board of Trustees.

4. The library will not accept any materials which are not outright gifts, nor will the library accept any materials that attach the condition of periodic or permanent display.
5. No valuations or appraisals shall be made by the library staff on any potential or actual gifts to the library. A gift receipt form is available upon request.

Withdrawal of Material

The collection will be periodically examined for the purpose of discarding materials so as to maintain a balanced, timely, and attractive collection.

Materials which no longer meet the stated objectives of the Library will be discarded according to the accepted professional practices as described in the publication, the CREW Manual. Disposition of all library materials will be at the discretion of the Library Director and designated selectors.

Items may also be discarded if the items become worn, tattered or defaced.

COLLECTION CRITERIA FOR SPECIFIC LIBRARY COLLECTIONS

Sub-sections of the collection are listed in alphabetical order.

Abridgements

In order to preserve the original integrity of the text, as well as the author's intent, print and audio abridgements are rarely considered for the collection. Abridgements or reworking of a plot or character by the original author, or abridgements of classic works intended for children may be considered.

Blind and Physically Handicapped Talking Book Service

Talking book service to patrons with disabilities is provided by the State Library through a system of regional offices. The library will provide referral to the appropriate location.

Electronic Resources

The library offers a variety of authoritative subscription databases and links to Internet websites based on the needs and interests of the community. Selection of the databases and web sites are determined by:

- a. Authority of the publisher/creator
- b. Affiliation of the site with other institutions, sponsors, companies
- c. Comparisons with other resources in both print and electronic format
- d. Currency of information
- e. Purpose of the site and intended audience
- f. Technical and design concerns

Foreign Language

The library collects a variety of basic foreign language materials, including print and recordings for children and adults that represent the languages of the community. The library will also provide access to materials at other libraries.

Formats:

The Library's collections are composed of a variety of different formats, including books, large-type books, graphic novels, periodicals, audiobooks, movies, videogames and electronic resources (such as databases and downloadable audio and e-books). The library strives to remain current with current technology and will collect in new formats as they become widely adopted by our patrons.

Genealogy

The library purchases a variety of general guides to help patrons learn how to trace their ancestry. Genealogies of specific families are considered only if the family is of local interest. Staff will provide referral to other libraries and agencies for specific genealogy questions that are beyond the scope of the collection.

Movies

STPLD currently collects DVDS and Blu-Rays of popular feature films, television series, documentaries, instructional videos and other visual media in a manner consistent with patron demand, critical reviews and budget considerations. Library materials are intended to appeal to a wide range of audience from the youngest patrons to adults. As such, the library will select from G-rated to R-rated films. Most R-rated DVDs now come with a menu choice to view the unrated version. Unrated films may also be selected among foreign language films. As technology changes, the library will acquire visual media in prevailing formats.

Video Games

The Shorewood-Troy Public Library District selects video games based on ratings, patron demand, format and budget considerations to meet the recreational needs of children and

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teens. The library collects games rated E (for everyone) through T (for teen). Video game purchases will reflect the current market dominant gaming systems.

Review of Policy

The Materials Selection Policy will be reviewed by the Board of Trustees on a biannual basis.

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name: _____ Date: _____

Address: _____

City: _____ Phone: _____

Are you a registered borrower of this library? _____

Whom do you represent?

Myself

Organization (Please Specify)

Other (Please Specify)

Materials on which you are commenting:

Book

Magazine/Newspaper

Audio

Other

Video Game

CD

DVD

Graphic Novel

Title: _____

Author/Producer: _____

1. Did you read/listen to all _____, part _____ of the item?
2. Please comment on the resource as a whole as well as being specific on those matters that concern you.
3. What elements of value did you find in the resource?
4. What are your specific recommendations to the library regarding this work? Do you have any suggestions for materials on this subject?

Your Signature

(OFFICE USE ONLY)

Board meeting date: _____

Action Taken: