

COLLECTION MANAGEMENT & MATERIALS SELECTION POLICY

I. MISSION STATEMENT

Connecting the community to the power of knowledge and technology, the world of culture, and the joy of reading by providing excellence in library services, resources, and programs.

To fulfill this mission the library:

- Maintains collection of books, magazines, and audiovisual items for home loan
- Provides reference services and resources with a special emphasis on genealogical research
- Employs computer hardware and reliable electronic resources in order to deliver current information in a timely and efficient manner
- Continually updates technology used for inventory and information management, circulation control, and communication with library users
- Introduces books, reading, and visual concepts to babies, toddlers, and preschoolers by means of a variety of age-appropriate and imaginative programs and story-times
- Continues to encourage reading among school-age children and participation in educational programs
- Provides cultural programs and activities for all ages, including book discussion groups
- Offers a variety of computer classes and technology assistance
- Maintains a large, convenient, comfortable, and modern building for the enjoyment of library users of all ages; handicapped user friendly.

II. MATERIALS SELECTION POLICY

GENERAL POLICY

With emphasis on content and quality, and within the limits of budget and space, the library selects materials in a variety of formats to fulfill the objective of providing a carefully selected, balanced collection of useful materials in sufficient quantity and depth to meet the informational, educational, cultural and recreational needs of the entire community.

Emphasis in selection is placed on books and other materials of high quality in content, presentation and format. Patently poor quality, merely sensational, and ephemeral materials will generally be excluded. At times, ephemeral material may be purchased when it is all that is available on a timely subject.

The purchase of library materials reflects the fact that the library must serve not only today's but tomorrow's community as well. Books and other materials that are apparently of limited use now are considered for purchase in light of their present availability and the needs of a growing and diverse community.

The library buys new titles, buys duplicate copies of materials much in demand, discards worn or obsolete material, updates with newer editions, and replaces standard or needed items. Books may be purchased in either hardcover , paperback, audio, or electronic format.

The Wheaton Public Library selects materials in accordance with the guidelines stated by the American Library Association in its library Bill of Rights, Freedom to Read, and Freedom to View statements, which are included at the end of this policy.

SELECTION CRITERIA

The Wheaton Public Library acquires fiction and non-fiction books, reference materials, audio-visual materials, pamphlets, periodicals, and multimedia. It also acquires or provides access to a range of electronic reference databases, the Internet, and the World Wide Web.

Librarians select from reviews in established reviewing media, retrospective guides and bibliographies, borrowers' and staff requests and suggestions, school reading lists, and they take into account anticipated or existing user needs. While a single standard cannot be applied to each item or source, the following general criteria are considered when selecting materials for purchase:

- authoritativeness of the author or issuing source and reputation of the publisher
- accuracy of information
- preferred format
- impartiality of opinion, or clearly stated bias
- recency of data
- local interest in the author/artist or subject
- existing holdings in the subject area
- historical value
- overall value and merit
- availability of the material from other sources
- physical qualities of the item
- space and shelving considerations
- cost

RESPONSIBILITY FOR SELECTION

Within the framework of policy and administration, the Library Director is responsible for the selection of library materials. Authority for selection is delegated

by the Library Director to professionally trained staff members who consult with the Library Director before orders are placed. The library staff members use reputable reviewing sources and standard library lists to aid in selection.

GIFTS

Gifts to the collection can be in the form of money or actual materials. Customized bookplates are placed in items given in memory or in honor of someone. The same standards are used in accepting potential gifts as are used in purchasing books and other materials.

Donations of used books are accepted under the following guidelines:

- 1) Prospective donor must submit a list (author/title) of what he wishes to donate.
- 2) Staff members study the list to see if any items are needed by the library and notify the prospective donor.
- 3) Donors are encouraged to offer materials not desired by the library to the Friends book sale or other organizations.
- 4) Library staff do not appraise donated items nor indicate a value.
- 5) The library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

TEXTBOOKS AND OTHER SCHOOL MATERIALS

The library cooperates with the school system in many ways. The curriculum is considered as a factor in book selection, but it is not the primary function of the library to buy materials which the school library should provide. A School District 200 supplied textbook collection is housed in the adult Reference area.

CHILDREN'S BOOKS

It is the aim of the Children's Department to provide the best books available and in sufficient quantities for children from infancy to middle school, including standard titles and the classics, as well as new titles published each year. The Children's Department buys multiple copies of standard and popular titles and replaces worn and dated materials as needed.

Materials placed in the Children's Department are selected from standard library or school lists, from reviews in professional reviewing media, or examined by a professional librarian working with the children.

Textbooks and readers used in the public school system are not knowingly purchased unless they are of general value. The library does not, for the most part, buy titles in quantity to cover school assignments. Student demand is considered

insofar as it does not adversely affect the public library's contribution to the entire community or substitute for the development and use of school library resources.

YOUNG ADULT COLLECTION

The library maintains a young adult fiction, paperback, and graphic novel collection suitable in interest and reading level for students enrolled in middle school. Fiction aimed to high school age readers are considered for inclusion in the Teen Novel section. All books placed in the young adult and Teen Novel collections are selected from standard library or school lists recommended for young adults, from reviews in reputable reviewing sources, or examined by a qualified staff member. Middle school and high school students use non-fiction materials in the adult and children's collections, as they prefer. Audiobooks, Playaways, and magazines appropriate for this age group are also included in this collection.

RARE BOOKS

The library does not purchase rare books, although such materials may be accepted as gifts if the library has space and can provide proper care and access. Such gifts will be accepted only with the understanding that the library may choose to sell the item or donate it to another institution.

ILLINOIS, DUPAGE COUNTY AND WHEATON MATERIAL

The library attempts, within the limits of budget and space, to develop a good collection of local, county and state materials.

FOREIGN LANGUAGE BOOKS AND AUDIO-VISUAL MATERIALS

As funds permit, the library purchases foreign language books and audio-visual materials in languages commonly studied or spoken in the area. Most book titles will be purchased in paperback editions.

LITERACY AND ENGLISH AS A SECOND LANGUAGE MATERIALS

The library maintains basic literacy collections in both the Adult and the Children's areas. The adult literacy collection contains books and audiovisual materials geared to the adult new reader and the adult reader learning English as a second language. The children's collection contains books and audio-visual materials for the young child and family literacy (parent/child) materials.

AUDIO RECORDINGS

The library buys music and spoken word recordings. Musical selections are purchased primarily on compact disc and include opera, classical, semi-classical, popular, jazz, musicals, country, world music, and rock. Spoken word recordings include fiction and non-fiction, drama, poetry readings, and instructional recordings on various subjects as well as foreign language instruction, business, and self-help titles. Formats purchased include compact discs, audiobook cd's, Playaways and

electronic formats such as downloadable audio books. Usually, the complete version of a book will be purchased for the audio book collection. Some abridgements may also be purchased when appropriate.

The Children's Department maintains a separate collection of music and spoken word compact discs, audio cassettes and Playaways. Musical selections are appropriate for ages preschool through 5th grade and are generally by notable children's performers or are classical selections. Children's audiobooks are spoken word versions of standard fiction book titles, most of which are unabridged. Selected recordings are purchased with accompanying paperback book.

Movies

The library maintains separate adult and children's collections of DVD formats for instructional and recreational purposes. Movies for adults are primarily film classics, award winners, book-based films, features that can be termed "family fare" entertainment, quality feature films and documentaries, popular TV series, travel, instructional or educational. Library cardholders may suggest films for purchase. Such requests will be evaluated based on movie reviews, cost, suitability to our collection and predicted usage. Many children's movies are visual versions of standard children's book titles, children's full-length films, and instructional or educational materials. Children's librarians also purchase animated series that are featured on local public broadcasting television; this material is especially popular with the preschool audience.

MICROFILM AND MICROFICHE

The library maintains holdings of Wheaton and other local newspapers, beginning with the Illinoian of 1885 and continuing with a current subscription to the Wheaton Leader on microfilm. The library also maintains back files of the Chicago Tribune on microfilm, 1992-2009, as well as some back files of national newspapers and periodicals.

COMPUTER SOFTWARE & MULTIMEDIA

The library provides public access personal computers in both the Adult and Children's departments and in teen space and multimedia workstations in the Children's department, teen space, and ESL/Literacy areas. Electronic materials are purchased to be used in-house and for the circulating collections. Software is purchased on the basis of favorable reviews for instructional, educational, or skill-building purposes, or to facilitate certain practical tasks or projects. Although software for children and young adults frequently uses game techniques in order to instruct, the primary purpose is educational rather than recreational in order to develop skills or provide information on specific subjects such as math, spelling, language proficiency, history, geography, science, problem solving, and so forth.

ART REPRODUCTIONS

Quality reproductions of art work or posters, attractively framed, are selected for the collection.

LEARNING GAMES

The Children's Department acquires puzzles, games and developmental toys that teach children about colors, shapes, letters and numbers, and which frequently can be used to improve and refine eye coordination, manual dexterity and other skills developed in a child's early years. Learning games are purchased for children 18 months to approximately 10 years in age.

III. USER REQUESTS

Suggestions for purchase from residents are considered. Several mechanisms are provided for this purpose:

1. Reserve requests (holds)
Wheaton cardholders may place holds on currently checked out items. The library considers adding duplicate copies to satisfy demand.
2. Purchase requests
Wheaton cardholders may request titles or subjects which they would like to see in the collection. In such cases, the regular selection criteria are taken into account.
3. Reconsideration of library materials
On occasion, a member of the community may be concerned about a particular item in the library's collection. If a library user wishes the library to reconsider material that is in the collection, he/she should complete the Request for Reconsideration Form available at the Adult Reference and Adult and Children's Circulation desks. The form must be completed in full. Professional librarians review the item, the criteria used in selecting the item, its place in the collection, and reasons for including the item in the collection. A written response from the Library Director is sent. Until such an examination has been made, and a decision reached, no removal or restriction takes place. Citizens unwilling to accept the Library Director's decision in such cases may appeal the matter to the Board of Trustees. Since all political, religious, and social opinions should be represented in a public library, no group or individual is permitted to impose a partisan emphasis upon the library's collection. Frankness of language, a widespread and contemporary phenomenon, will never, in itself, be considered sufficient justification to remove or restrict library materials. Each book, or other item, must be judged on its own individual merit.

V. COLLECTION REVIEW AND WITHDRAWALS

To insure that the collections are up-to-date and relevant to the community's needs, it is the responsibility of the materials selectors to reevaluate, on a regular basis, the usefulness of items previously added to the collection. Materials are removed from the collections through systematic review and withdrawal or because of loss or physical damage. The following categories of materials are considered for withdrawal:

- worn or mutilated items
- duplicate copies of seldom used titles
- materials which contain outdated or inaccurate information
- superseded editions of specific titles
- materials no longer of interest or in demand

While the Library tries to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. Decisions concerning the replacement of individual items are based on the following considerations:

- demand for the specific item
- the number of copies held
- the existing coverage of the subject within the collection
- the recency of its contents
- the availability of the title for reorder
- the cost of repair versus the cost of replacement

American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library services. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**American Library Association
Freedom to View Statement**

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place of censorship of any medium of expression. Therefore these principles are affirmed.

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with our approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.