

MATERIALS SELECTION (COLLECTION MANAGEMENT)

260 MATERIALS SELECTION

I. Purpose

As a source of information and recreation open to all residents of incorporated Naperville, the Naperville Public Library collects and distributes print and nonprint materials as well as electronic resources that educate, enrich, entertain, and inform. Within budget, the Library provides a general collection of reliable materials that embraces broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues. The selection of library materials and electronic resources is based on the needs of residents of all ages.

The Library seeks to maintain a balanced materials collection reflecting differing points of view on controversial subjects. Materials are selected on the basis of the content and quality of the work as a whole, not by random passages. The Library seeks to maintain the democratic principles expressed in the Library Bill of Rights, and the Freedom to Read and Freedom to View statements (See Appendix I).

II. Scope

The Board of Library Trustees shall establish, and regularly review, a written policy for the selection of library materials and online resources and the use of library materials and facilities. 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 the written policy required to be established pursuant to this section. (75 Illinois Compiled Statutes 5/4-7.2)

III. Selection Factors

A. General Selection Factors

1. Adherence to the Library Bill of Rights.
2. The needs of the individual and the community.
3. The specific merits of each work.
4. The existing collection, budget, and services of the Library.
5. The availability of materials from reciprocal borrowing, interlibrary loan, and other sources.

Criteria for specific types and formats of materials are detailed below. The ordering of criteria within a list does not imply a ranking of importance.

B. Format

The Library collects materials in a variety of formats. As new formats become available and viable, any work formerly collected in one format may be

MATERIALS SELECTION (COLLECTION MANAGEMENT)

supplemented or replaced by a different format for the benefit of patrons and the Library.

C. Quantity

The Library attempts to respond directly to the use the community makes of a particular item or collection. Multiple copies may be purchased where appropriate.

D. Textbooks

The Library seeks to serve our school-age patrons by providing access to core, non-circulating textbooks for Districts 203 and 204, grades 1 through 12. Textbooks may be provided by the local public school districts or purchased by the Library.

E. Foreign Language Materials

The Library primarily collects materials in English, materials which provide instruction in English to non-English speaking patrons, and materials which provide instruction in foreign languages to English-speaking patrons. Individual needs for foreign languages materials in print format not purchased by the Library may be served by requests through interlibrary loan.

F. Rare Items

Rare items, or those requiring special curatorial or conservation services, are not collected.

G. Research

The Library strives to meet the general reference needs of residents, but is not an academic research facility. Older editions are not collected unless they are basic sources of information or classics in the field.

H. Funding

Assignment of funds for materials purchase is based primarily on public demand as expressed through use. Funding may be assigned to a specific area because of age, appearance, condition, or inadequate subject coverage.

I. Donations, Gifts, and Endowments

See Policy 205 - Donations

MATERIALS SELECTION (COLLECTION MANAGEMENT)

IV. Responsibilities for Materials Selection

A. Executive Director

The final responsibility for the selection of materials rests with the Executive Director, who operates within the framework of policies determined by the Naperville Public Library Board of Trustees. This responsibility is shared in its execution by the Deputy Director.

B. Staff Members

Collection Development Coordinators select library materials based on their knowledge of the community's needs and the scope of the collection. Collection Development Coordinators study various sections of the collection and select items for purchase. It is the responsibility of the Deputy Director and assigned Coordinators to see that collections are developed and maintained. Requests made by the public and staff are considered.

C. Statement of Concern about Library Materials

1. Citizen concerns about a title will be referred to the appropriate Public Services supervisor or the appropriate Collection Development Coordinator. The request will then be discussed with the citizen to determine how it will be resolved. If the matter is not resolved by a Public Services Supervisor, the concern will be forwarded to the appropriate Collection Development Coordinator.
2. If the response given by the Collection Development Coordinator is not satisfactory to the citizen, referral will be made to the Technical Services Supervisor, who may forward it to the Library Manager, Deputy Director or Executive Director who will review the request and respond.
3. Citizens not satisfied with the response and wishing a review by the Library Board will be given the "Request for Reconsideration of Library Materials" form. (Appendix II). The completed form will be given to the Board President who will place the request on the agenda of the next regularly scheduled Board meeting and notify the requesting party of the meeting date. The Board will then review the request and respond to it.

V. SELECTION OF MATERIALS FOR ADULTS

A. General Objectives

MATERIALS SELECTION (COLLECTION MANAGEMENT)

Books in the adult fiction and nonfiction collections are selected primarily for readers 18 years of age and over; separate fiction collections are maintained for children and teens. The adult and teen nonfiction collections are combined to offer access to the widest possible range of factual information. A separate nonfiction collection is maintained for children.

B. Criteria for Selection of Adult Fiction Books

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Reputation of author.
4. Literary merit.
5. Style of writing.
6. Relation to existing collection.
7. Physical suitability for library use.
8. Price.
9. Reputation of publisher.
10. Comparison of content with other available formats.

C. Criteria for Selection of Adult Nonfiction Books

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Scope and authority of subject matter.
4. Relation to existing collection.
5. Qualifications of author in subject field.
6. Textual features such as illustrations, indexes, bibliographies.
7. Literary merit.
8. Physical suitability for library use.
9. Reputation of publisher.
10. Price.
11. Date of publication.
12. Comparison of content with other available formats.

D. Parent Teacher Collection

See section VII.C

VI. Selection of Library Materials for Teens

A. General Objectives

Major emphasis in teen services is placed on the need for a variety of materials, for reference information, for recreation, for school assignments, and for

MATERIALS SELECTION (COLLECTION MANAGEMENT)

continued education. The adult and teen nonfiction collections are combined to offer access to the widest possible range of factual information. Titles in the children's or the adult collections may be duplicated in the teen collection when appropriate. Teen materials are selected specifically to serve users from the 6th through 12th grades.

The general objectives of selection for teens are:

1. To assist their transition from children's to adult materials.
2. To guide their development as critical readers, viewers, and listeners.
3. To broaden their knowledge of the world.
4. To provide factual and fictional materials to aid with the physical and emotional changes that take place during the adolescent years.
5. To awaken their curiosity about many fields of human endeavor.
6. To increase their knowledge and enjoyment of various media, and to help them become lifetime readers and users of libraries.
7. To support them in completion of school assignments.

B. Criteria for Selection of Teen Books

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Reputation of author.
4. Literary merit.
5. Style of writing.
6. Relation to existing collection.
7. Physical suitability for library use.
8. Price.
9. Reputation of publisher.
10. Date of publication.

VII. Selection of Library Materials for Children**A. General Objectives**

Materials are selected to meet the informational, educational, and recreational needs and interests of children from birth through 5th grade. Titles in the children's collection may be duplicates of titles in the teen collection.

B. Criteria for Selection of Children's Books

1. Suitability for age level.
2. Patron requests and appeal (circulation, best-seller lists).
3. Opinions of professional reviewers.
4. Accuracy of information.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

5. Content.
6. Literary or artistic merit.
7. Quality of illustrations.
8. Organization and format.
9. Relationship to the existing collection.
10. Physical suitability for library use.
11. Price.
12. Date of publication.

C. Parent Teacher Collection

A special collection about children, childcare, children's literacy and literature-related activities is maintained in the Children's Departments for parents and teachers. The materials are chosen in accordance with the criteria for selection of adult materials and/or children's materials.

VIII. Selection of Other Print Materials

The same objectives and criteria for book selection also apply to other print material. The following format considerations apply.

A. Periodicals

Periodicals are purchased to help keep the materials collection up-to-date on current issues. Periodicals are used by the public for reference, information, and general reading, and by the library staff for selection and professional development. Principles governing selection include community interests, accuracy, objectivity, accessibility through indexes, reference needs, representative points of view, entertainment value, price, and space requirements.

B. Newspapers

Newspapers are acquired to meet the general information needs of the community.

C. Government Documents

Government documents are collected on a selective basis and generally limited to:

1. City of Naperville.
2. DuPage and Will Counties.
3. State of Illinois.
4. U.S. Government.
5. United Nations.
6. Townships covering the City of Naperville.
7. School districts and other governmental bodies operating within the service area of the Library.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

D. Large Type

Large type print materials are purchased for readers unable to read standard type. They are selected in accordance with the criteria for the selection of adult materials, teen materials, or children's materials, as appropriate.

E. Music

Print music is purchased in bound volumes only; loose sheet music is not collected.

IX. Selection of Nonprint Materials

The selection objectives and criteria used for print materials generally apply to nonprint materials. These materials allow for alternative learning styles or methods of delivery. The following format considerations apply.

A. Visual

Formats may include DVD and new technologies. Selection criteria include:

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Artistic merit (awards received, historic importance).
4. Scope and authority of subject matter.
5. Relation to existing collection.
6. Production quality.
7. Physical qualities suitable for library use.
8. Reputation of producer/publisher.
9. Price.
10. Date of publication.
11. Availability.

B. Audio

Formats may include CDs and new technologies. Criteria for selection include:

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Artistic merit (awards received, historic importance).
4. Scope and authority of subject matter.
5. Relation to existing collection.
6. Production quality.
7. Physical qualities suitable for library use.
8. Reputation of producer/publisher.
9. Reputation of performer.
10. Price.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

11. Date of publication.
12. Availability.

C. Electronic Resources

Categories include subscription databases, downloadable formats, and new technologies. Selection criteria include:

1. Patron requests and appeal.
2. Opinions of professional reviewers.
3. Relevance to community interests.
4. Ease of use.
5. Quality of documentation.
6. Hardware compatibility.
7. Manufacturer's support.
8. Features.
9. Relation to existing collection.
10. Physical qualities suitable for library use.
11. Reputation of producer/publisher.
12. Price.
13. Date of publication and frequency of updates.
14. Availability.
15. Copyright and licensing agreements.
16. Availability of remote access.
17. The extent to which an electronic resource replaces, supplements or extends other formats.

D. Multimedia Formats

Multimedia is selected with a combination of criteria applicable to print and nonprint materials.

X. Selection of Reference Resources

- A. The reference resources are comprised of non-circulating materials.
- B. Criteria for selection include the following, as well as all previous, selection criteria for adult, teen, and children's materials.
 1. The information should be clearly presented and arranged.
 2. The resource should be adequately indexed.
 3. Illustrations, charts, and graphs should be easily understood and accurate.
 4. Cooperative collection development will be considered, particularly when the title is expensive and highly specialized.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

5. The cost of replacement precludes adding the title to the circulating collection.
6. Selection preference is given to the format most practical for reference use.

XI. Selection of Materials for Special Collections

- A. The local history collection focuses on materials pertaining to Naperville's history. Artifacts or original materials are not collected. The Library is unable to accept or provide storage for materials requiring conservation or preservation treatments. Acceptance of materials will be subject to review by the Library. Local history organizations may assist in an advisory capacity. Gift agreement documents, transferring total ownership and copyright, must be signed by donors. See also the Donation Policy – Policy 205.
- B. Local history and genealogy often overlap. The responsibility of the Library to provide information and resources for Naperville's history will normally take precedence. The collection relating to genealogical research is developed for the nonprofessional, beginning researcher of family records and contains works aimed to instruct individuals in the process of performing genealogical research. No attempt is made to compete with or duplicate existing collections which are reasonably accessible to patrons.
- C. Professional Collection
Materials are purchased for use by the staff for professional growth and development.
- D. Other Materials
Other materials may be collected to meet the needs of special programs or populations as authorized by the Library Board or Executive Director. Unless specific criteria are provided, these materials will be purchased in accordance with criteria established for similar collections in other areas.

XII. General Policy Statement on Collection Maintenance

All materials are periodically evaluated by staff to ensure that they are in good condition, do not contain obsolete or misleading information, and are still useful to the public. This process is an integral part of collection management. Items may be weeded (withdrawn),

retained, transferred, updated, rebound, reclassified, or duplicated as justified by need.

A. Weeding Criteria

MATERIALS SELECTION (COLLECTION MANAGEMENT)

In general, the same criteria for the selection of materials apply to weeding.

Materials that fall into the following categories may be withdrawn:

1. Outdated or inaccurate information.
2. Superseded editions or formats.
3. Items that are worn, soiled, aged, badly marked, or in disrepair.
4. Seldom used titles.
5. Unnecessary copies.
6. Space considerations

MATERIALS SELECTION (COLLECTION MANAGEMENT)

APPENDIX I

SUBJECT: THE 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 serves. 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 abridgment 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 spaces 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.

Adopted: June 18, 1948
Amended: February 2, 1961 by the ALA Council
Amended: June 27, 1967 by the ALA Council
Amended: January 23, 1980 by the ALA Council
Inclusion of "age" reaffirmed January 23, 1996 by the ALA Council

MATERIALS SELECTION (COLLECTION MANAGEMENT)

SUBJECT: FREEDOM TO READ

The Propositions

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differs, and values cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concepts of politics or morality upon other members of a democratic society. Freedom is not freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953. revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

SUBJECT: FREEDOM TO VIEW

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 for 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 guarantees 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 or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging a film, video, or 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.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

MATERIALS SELECTION (COLLECTION MANAGEMENT)

APPENDIX II
NAPERVILLE PUBLIC LIBRARY
Request for Reconsideration of Library Materials

Title _____ Call #: _____

Print _____ Nonprint _____ Please Specify _____

Author/Artist _____

Publisher _____ Copyright date _____

Your name _____ Phone _____

Email Address _____

Are you familiar with Naperville Public Library's Selection Policy (Policy 260)? _____

If not, the Policy Manual is available at all service desks and on our website
(http://www.naperville-lib.org).

Did you read/hear/view the entire work? _____

What is your specific objection? (Please cite examples.)

Why should this item be reconsidered? Please be specific. _____

Please list any reviews you have heard or read. _____

Do you officially represent a group? Please name it. _____

Additional comments? _____

Your signature _____ Date _____

Director's signature _____ Date _____