

Rolling Meadows Library
Collection Development Policy

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LIBRARY MISSION STATEMENT

The mission statement of the Rolling Meadows Library guides the selection of materials as it does the development of services and allocation of resources. This statement articulates broad principles for library programs and services.

The mission of the Rolling Meadows Library is:

To provide excellent
customer service

& information
in a variety of formats,

Including library materials and programs that

Educate, Inform, Enrich, Inspire, and Entertain.

The library serves the citizens of
Rolling Meadows,

linking them with resources
throughout the World
& providing equal access for all.

MATERIALS SELECTION POLICY

The Materials Selection Policy has been adopted by the Board of Trustees of the Rolling Meadows Library to guide librarians and to inform the public about the principles upon which selections are made.

1. Books, audio-visual and other library materials are selected on the basis of literary, educational, informational, and recreational value. The Library Executive Director has ultimate responsibility for selection and purchase of materials and operates within the framework of policies established by the Board of Trustees.
2. Library print materials are selected for values of interest, information, and enlightenment of all people of the community. No title is excluded on the basis of racial, religious, or political prejudice. Titles are selected, within the limitations of the budget, on the basis of critical consensus among recognized subject authorities. Suggestions from patrons (Rolling Meadows residents and businesses) are encouraged and will be given due consideration.
3. The library approaches the selection process in a positive manner. It attempts to judge a work as a whole and not on its isolated parts. Objectionable language and vivid descriptions of sex and violence when dealt with within the context of a work will not, by themselves, require rejection of the work. Materials which are primarily pornographic or obscene according to local community standards, as interpreted by the Library Board, will not be selected.
4. The same principles of selection applied to purchases are also applied to donations.
5. The Library Board of Trustees will review written complaints concerning specific titles when necessary, and retention or removal of the title will be determined in accordance with collection development procedures.
6. Attached is a copy of “The Library Bill of Rights” and the “Freedom to Read” statement of the American Library Association, which shall serve as a resource for those librarians responsible for the selection of library materials.

RESPONSIBILITY FOR SELECTION OF MATERIALS

Ultimate responsibility for materials selection rests with the Library Executive Director who operates within the framework of policies established by the Board of Trustees. The Executive Director delegates to the Directors of Reference, Readers, and Youth Services for collection development and to promote consistency in the selection and maintenance of the entire materials collection. All professional staff members may participate in the selection of library materials.

WEEDING

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Policy serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

Titles are withdrawn from the library's collection through systematic weeding by selectors or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to the Directors of Reference, Readers, and Youth Services, as well as other professional staff members, who decide whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, its cost, and space limitations. Audiovisual materials which are withdrawn will be replaced in most cases with new, popular titles, as these collections are designed to meet current interest.

Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are no longer appropriate for the collection. Weeding also helps evaluate the collection by identifying areas where additional materials are needed; older titles which need to be updated; and subjects, titles, or authors which are no longer of interest to the community.

Withdrawn materials which are in good condition will be put in the Friends of the Library book sale. Materials withdrawn from the reference collections which retain informational value may also be transferred to the circulating collection or offered to other libraries.

GIFT BOOKS

Gifts to the collection can be in the form of money or actual materials. Gift plates and letters of acknowledgment are appropriate stipulations by a donor, but other requirements should be evaluated carefully before the gift is accepted. All gifts become part of the general collection and should not require special circulation procedures. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection Policy. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

When a patron offers to donate books, magazines, or audiovisual materials to the Library, the following guidelines apply:

The Library will accept hardcover and paperback books, audiovisual materials and popular magazines if they are in good condition. Generally *National Geographic* will not be accepted unless the issue is missing from the collection, but the patron is encouraged to donate such items to schools, etc. Local history materials from Rolling Meadows are welcome. These gifts are inspected by staff or volunteers for odor, water damage, wear, and age. Appropriate material may be added to the collection, put in the Friends of the Library book sale or, if not in acceptable condition, discarded.

The donor will receive a written acknowledgment of the gift. Library staff will not appraise the books or indicate a value in the acknowledgment letter.

RECONSIDERATION OF LIBRARY MATERIALS

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Rolling Meadows Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except in the rare instance where this is necessary to protect the item from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled "Citizen's Request for Reconsideration of Library Materials".

Upon receipt of a formal, written request, the Executive Director will appoint an ad hoc committee including, but not limited to, the selector for the subject area of the item in question and the appropriate supervisory staff. The committee will make a written recommendation to the Executive Director who will then make a decision regarding the disposition of the materials. The Executive Director will communicate this decision and the reasons for it to the person who initiated the request for reconsideration at the earliest possible date. The Executive Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Executive Director, he/she may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Rolling Meadows Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Executive Director.

SELECTION GUIDELINES

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies of the subject, and recognition of the needs of the community.

CRITERIA

Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs.

TOOLS

Professional journals; trade journals; subject bibliographies; bookseller websites; publishers' catalogs and promotional materials; reviews from reputable sources; lists of recommended titles; and sales representatives for specific materials. Purchase suggestions from patrons are also an important source.

SCOPE

Materials selected for the Library collection are intended to meet the informational, educational, cultural, and recreational needs of the residents and businesses of Rolling Meadows. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Library encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The collection scope is intended to provide supplemental materials for individuals pursuing educational programs and a beginning point for those seeking more advanced information. The emphasis is on acquiring materials of wide-ranging interest to the general public. The collection is not archival, and is reviewed and revised on an on-going basis to meet contemporary needs.

FORMAT

Materials are purchased in the most appropriate format for Library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions may be purchased, and are preferred in cases where the hardcover is extremely expensive and the title would either be used infrequently or is of an ephemeral nature. Paperbacks are often purchased as added copies of popular titles to meet patron demand and as a part of the paperback collection. Library editions are purchased for heavily used titles in the Youth Services Department because of their durability.

Formats include print and audiovisual materials. The library recognizes the place of nonprint formats in the collection as legitimate educational and recreational resources for the community it serves. The Library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection.

TREATMENT

Treatment most frequently describes the style and, indirectly, the intended audience of a work: popular, scholarly, and humorous are some of adjectives used with it. Treatment may be appropriate or inappropriate for the subject and the intended audience, but it is something that is judged on a title-by-title basis. A variety of treatments is desirable for many subjects.

LEVEL OF DIFFICULTY

The range of difficulty starts with picture books and easy nonfiction, and progresses through graded readers to college level textbooks and beyond. Materials intended for professionals in a field are considered when general introductory and intermediate level materials exist in the collection, or when these levels are included in the same work.

ARCHIVAL

Archival refers to the holding policies for part or all of the collection. At the Rolling Meadows Library, current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage except with regards to the local history of Rolling Meadows. Old editions are withdrawn when new ones are received or when the contents are incorrect or out of date. No extraordinary effort is made to preserve or protect the last copy of any title in the collection.