

LVDL POLICY MANUAL

Section II: Service Policies

TITLE: Collection Development Policy

DATE ADOPTED: December 13, 2010

MISSION STATEMENT

The Lake Villa District Library enriches the quality of life by connecting people to books and other resources for lifelong learning, information, and leisure in a welcoming environment.

VISION STATEMENT

The Lake Villa District Library will be a welcoming environment that encourages and provides: intellectual, recreational, and social opportunities for all people, in concern with other community organizations and agencies; support and fostering of literary and information skills; resources for intellectual challenge and growth; the community center for cultural and civic activities and opportunities; an appreciation of cultural traditions and an understanding of human diversity.

INTRODUCTION

The collection development policy is designed to support the Library's mission statement and the roles the library has selected. The collection development policy supports these objectives by providing a framework for the selection and evaluation of the library materials. The purpose of the policy is to provide the staff with guidelines for implementing selection and to inform the public of the criteria used to select the materials.

The Library has adopted the American Library Association's Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. The Library believes in the unrestricted access to all informational and recreational materials in our collection. It is the responsibility of the individual to select or reject materials or resources for his or her own personal use; the individual cannot infringe on the rights of others to make their own personal choices. Parents have the ultimate responsibility to supervise and guide the selections of minor children. These responsibilities also apply to materials requested through interlibrary loan and to the information found through electronic resources, including the Internet, provided by the Library.

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RESPONSIBILITY FOR SELECTION

The Board of Trustees of the Lake Villa District Library delegates the responsibility for the selection to the Library Director. The Director along with qualified staff members has the responsibility to select library materials following the Collection Development Policy. The Collection Development Committee meets regularly to ensure that collection goals are met. Goals are set for each new budget year.

The Library also gives consideration to suggestions from patrons in the selection of materials. The Library encourages these suggestions, but reserves the right to evaluate them according to the criteria for selection and to add them if appropriate.

CRITERIA FOR SELECTION AND EVALUATION

1. Relationship to present collection and to related materials on the subject.
2. Current and potential relevance to subject area and community needs.
3. Evaluation of the material by critics, reviewers and professional reviewing sources.
4. Stated and anticipated demand.
5. Reputation and significance of the author, publisher, artist, director, or producer.
6. The physical and technical quality of the material.
7. Appropriateness of the material for the intended audience; based on the subject matter, writing style, and reading level.
8. Availability and suitability of physical format for library use.
9. Demand for duplicates or additional materials within the collection.
10. Ownership and popularity of other materials in a series or in the subject area.
11. Inclusion of the title in bibliographies of recommended titles.
12. Local authorship or setting.
13. Price.
14. Timeliness.
15. Physical limitations of the building, storage, or shelving.
16. Demand for information related to school assignments and projects.
17. Demand highlighted by current events.
18. Availability, through interlibrary loan, in other libraries.

The Library recognizes that some works may be controversial. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of library users.

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SELECTION TOOLS

Following the criteria for selection, the selectors regularly read reviews from professional journals such as Library Journal, School Library Journal, and Booklist. In addition the librarians consult other sources such as reviews from newspapers and magazines, online review sources, bibliographies of award winning materials, publishers' catalogues and flyers, best seller lists, Books-In-Print, and the shared computer catalog.

PARAMETERS OF THE COLLECTION

ADULT FICTION

The fiction collection emphasizes popular authors and titles. The collection aims to meet the varied reading interests of the community. The Library also maintains works that may be considered classics because of their literary merit or the prominence of the author. Multiple copies are purchased when warranted by demand for the author's works or for a specific title. The same guidelines are applied to specific fiction genres such as mysteries, science fiction, and young adult.

NON-FICTION

The Library purchases a broad variety of materials in all subject areas to meet the recreational and informational needs of the community. Materials are purchased and maintained according to the criteria for selection and evaluation. The Library does not collect school and/or college textbooks but exceptions may be made for textbook items which are reliable sources of information for the general reader. The Library provides biographies and autobiographies of well known and/or historical individuals.

YOUNG ADULT MATERIALS

The young adult collection is selected to meet the recreational and informational needs of students from seventh grade through twelfth grade. Non-fiction materials for this age group are classified as part of the adult non-fiction collection.

GRAPHIC NOVELS

The Library has a growing collection of graphic novels. The main collection is housed in the adult department and it is geared to a wide audience of all ages and interests.

HOMESCHOOL COLLECTION

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The Library serves a large community of people who elect to homeschool. The library tries to maintain a collection of the latest books and materials on the subject. Generally, curriculum and textbooks are not collected.

LARGE PRINT

The large print collection is for people who prefer larger type. The collection consists of popular fiction and non-fiction titles.

FOREIGN LANGUAGE

The library collects primarily in the English language, but recognizes the importance of other languages to individuals in the community. The library maintains a small collection of Spanish and Polish language materials, and purchases a limited number of titles in other languages as appropriate. Materials may also be obtained through interlibrary loan.

REFERENCE

The reference collection is a non-circulating collection which provides general and specialized information in a variety of subject areas. The materials in this collection are continually updated. Additional copies and older editions may be circulated when appropriate. Titles not normally considered reference materials may be added to the collection if they provide information not found in standard reference sources, or when the format is well suited to reference.

The core types of materials represented in the reference collection include:

1. Ready reference
2. Business reference and directories
3. Periodical indexes
4. General and subject encyclopedias
5. Biographical dictionaries and encyclopedias
6. General histories of the United States and the world
7. English and foreign language dictionaries.
8. Bibliographies
9. Atlases
10. Current local telephone books
11. Genealogy and local history materials

Other items are added to the reference collection as a need is demonstrated for material which is intended to remain in the library for patron and staff use.

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The reference collection is supplemented by the library's electronic sources. These sources are considered an essential part of our reference collection.

The library also provides access to the Internet. The Internet can be a great source of information and the use of the Internet is a primary tool of reference research for both staff and patrons. Internet use is governed by a policy that is reviewed annually.

LITERACY/ESL COLLECTION

The library participates in the Adult Learning Connection (comprised of Lake County public libraries). As a part of the program the library provides a collection of easy reading materials for students and tutors. The Library will add and replace titles to the collection as needed.

LOCAL HISTORY COLLECTION

The local history collection is the library's effort to preserve and provide access to many types of resources pertaining to the Lake Villa township and surrounding area. These resources, which include newspaper articles, pamphlets, artifacts, photographs, books and other materials, are available to students, library colleagues and the local community. Resources are acquired through donation or purchase. The Library works with area local history organizations to help determine which items should be added to the Library's collection.

PERIODICALS AND NEWSPAPERS

The library strives to provide a well balanced collection of periodicals to meet the recreational and informational needs of the public. Selection is based on the same criteria used for selecting other materials and on the accessibility of the content through indexing. Maintenance of back issues of periodicals is governed by storage space, the availability of articles from other libraries, and the availability of articles from online sources. The library provides newspapers with local and regional relevance and a select number with national relevance.

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YOUTH SERVICES COLLECTIONS

The youth services department is dedicated to developing an interest in books and learning and a love for reading in our younger library users. We strive to offer a wide range of book, non-book materials, and programs to promote these goals.

JUNIOR EASY

The junior easy (JE) collection includes books that are suitable for children of preschool age and beyond. It is divided into six categories:

- Board Books- small cardboard-paged books designed for babies and toddlers.
- Picture Books (red dot)- includes books with pictures and limited or no text. It also includes books with longer text suitable for reading aloud by an older child or an adult.
- Concept books (e.g. alphabet, counting, size and shape) are included in this category.
- Beginning Readers (blue dot)- books that have limited vocabulary which are designed for children just learning to read.
- Readers (yellow dot)- beginning chapter books.
- Holiday Collection (green dot)- books that have a holiday theme such as, but not limited to: Christmas, Halloween, Thanksgiving, and Valentine's Day.

JUNIOR FICTION

The junior fiction collection provides for children's leisure time reading. The collection includes classics, award winners, popular titles, and authors in all genres (e.g. mystery, science fiction, fantasy, historical and sports). These are books suitable for elementary school reading levels.

JUNIOR NON-FICTION

The junior non-fiction collection supplies materials for children's informational and recreational interests and provides curriculum support. This collection is suitable for middle through upper elementary school reading levels.

JUNIOR REFERENCE

The junior reference collection is a non-circulating collection which provides general and specialized information in a variety of subject areas, reflecting the total collection. The materials in this collection are continually updated. Additional copies and older editions may be circulated as needed. Titles not normally considered reference materials may be added to the collection if they provide information not found in standard reference sources, or when the format is best suited to reference.

PARENTS COLLECTION

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The library maintains a browsing collection in the Youth Services department of materials related to the care and raising of children. The materials include book and audiovisual formats, and may include items designed to be shared with children by a caregiver. These material are selected on the same criteria applied to the general collection, and may duplicate materials shelved in the general collections. Materials are duplicated based on the nature of the material, the format, and the expected demand.

TEACHING COLLECTION

The library maintains a collection for the needs of teaching professionals. These materials include books and other formats aimed at the theory and application of curriculum instruction for preschool through 6th grades. Materials are selected based on the same criteria applied to the general collection and may not include materials intended for reproduction and/or student practice.

JUNIOR FOREIGN LANGUAGE

In concert with the general collection the Youth Services department maintains a Spanish language collection. Materials are selected based on the same criteria applied to the general collection and concentrate on leisure reading, informational and recreational interests of infants through sixth grade.

AUDIO VISUAL MATERIALS

The AV collection provides recreational, informational and instructional tools to patrons in formats other than the printed word. AV items may include videos, DVDs, CDs, CD-ROMs, audio books (on cassettes, CDs, and other formats), and junior audio kits. The Collection Development Committee will consider new formats taking into account available space in the library building and the library's ability to support and develop this collection.

VIDEO/COMPUTER GAMES

The Video/Computer Games collection provides recreational, informational and instructional tools to patrons in a variety of formats. The Collection Development Committee will consider new formats taking into account available space in the library building and the library's ability to support and develop this collection.

ONLINE RESOURCES

The library provides access to a variety of subscription based online resources. These provide general and specialized information in a wide variety of subject areas. Online resources are reviewed and evaluated when subscriptions are up for renewal.

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WEEDING

The collection is evaluated on a continual basis. The library staff evaluates materials using many measures. The lack of shelf space due to constraints in the available usage area of the library is a primary consideration. But there are other important factors too. Selectors must judge if a material is misleading and or factually inaccurate. They must take into account if an item is worn beyond mending or if it has been superseded by a newer edition or issue or better item on the topic. Selectors also consider if an item has little literary or scientific merit or if it becomes irrelevant to the needs and interests of the community.

The library does not attempt to maintain an exhaustive collection of materials, but consideration is given to retaining older materials which has literary, historical or local significance. Just as acquisition is a major function of collection development so also is the need to weed materials.

GIFTS AND MEMORIALS

The library accepts gifts with the understanding that they will be evaluated according to the Collection Development Policy. Items not suitable to the collection will be sold, given away, or disposed of. If requested, an acknowledgement of the donation will be given to the donor, but the library gives no statement of value for an individual item.

The library welcomes monetary gifts to purchase library materials, equipment or furniture in honor of an individual or in honor of an individual, organization or event. Donor preferences for subject matter and format will be respected, but the materials will be purchased in accord with the library's collection development policy.

Where practicable, all items purchased with gift funds will be plated to indicate the donor and the person or group being honored. Items purchased with gift funds are subject to the same criteria for weeding as the rest of the collection, equipment, and furniture. If an item purchased with gift funds is lost, damaged, or destroyed the library will consider its replacement as it would an item purchased with general funds. Replacements will not be plated.

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STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Once an item or resource has been selected according to the criteria of the Collection Development Policy, the use of the material is considered an individual matter. An individual may select or reject materials or resources for his or her personal use, but the individual cannot infringe on the rights of others to make their own personal choices. If an individual wishes to register a formal written concern, they may file a "Statement of Concern about Library Resources" form. The completed form will be forwarded to the Library Director for review. The material in question will be evaluated by the Collection Development Committee within the guidelines set by the Collection Development Policy. The Library Director will issue a written reply to the patron regarding the decision. If the patron is not satisfied with the Director's decision, a request may be submitted in writing to the Board of Trustees. The decision of the Board will be forwarded to the patron in writing and is final.