

DeKalb Public Library Collection Management and Materials Selection Policy

POLICY STATEMENT:

The DeKalb Public Library's Mission Statement and Strategic Plan articulate the broad principles of library programs and services, and guide the selection of materials.

The Collection Management and Materials Selection Policy has been adopted by the Board of Directors of the DeKalb Public Library to guide librarians and to inform the public about the principles upon which the selections are made. The policy applies to all types of library materials, both print and non-print.

The DeKalb 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.

The authority and responsibility for the library's collection rests with the Director, who operates within the framework of policies determined by the Board of Trustees. All professional and selected support staff members participate in the selection of library materials. Library materials are selected on the basis of literary, educational, informational, and recreational value. Gifts of materials and suggestions for purchase from patrons are welcome and will be considered using the same criteria as all other selections.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, superseded, or no longer in demand.

The Director will review and respond to written requests for reconsideration of specific titles. Citizens unwilling to accept the Director's decision in such cases may appeal the matter to the Board of Trustees for further consideration.

The Board of Trustees authorizes the Library Director to establish reasonable procedures governing collection management and materials selection for the library.

Approved by the DeKalb Public Library Board of Trustees 10/5/2017

DeKalb Public Library Collection Management and Materials Selection Procedures

PROCEDURES:

Selection Guidelines:

--Criteria:

There is no single standard that can be applied in all cases when making a selection decision for inclusion in the library's collection. Each type of material must be considered in terms of its own merit and the intended audience. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions, and exercise impartiality in all selection activities which will meet community needs. Criteria may include one or more of the following: literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; costs; scarcity of material on the subject and availability elsewhere; and quality and suitability of the format. Other considerations may be applicable in specific subject areas. Criteria for selection of electronic media also may include ease of use of the product; availability of the information to multiple users; equipment needed to provide access to the information; technical support and training; and availability of the physical space needed to house and store the information or equipment.

The library does not purchase unsolicited materials. The library accepts donated copies of self-published books for consideration, but does not guarantee their inclusion in the collection.

The addition of any item to the library collection in no way represents an endorsement by the library of any theory, idea or policy contained in it.

--Scope:

The DeKalb Public Library collects and provides access to a wide range of materials including fiction and non-fiction books, reference materials, audio-visual materials, pamphlets, periodicals, and multimedia, and acquires or provides access to a range of electronic reference databases and the internet with the intention of meeting the informational, cultural, educational and recreational needs of the residents of DeKalb.

The scope of the collection is intended to offer a choice of format, opinion, style 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 emphasis is on acquiring materials of wide-ranging interest to the general public. The collection is not archival, with the exception of the Local History collection, and is reviewed and revised on an ongoing basis to meet contemporary needs. The library seeks to provide resources in languages other than English that reflect the predominant languages spoken and taught in the DeKalb Public Library service area. The library does not have the budgetary resources to buy multiple copies of every title it owns, but will purchase or lease multiple copies of high-demand materials when warranted and based on budgetary resources.

The library does not buy textbooks used by local schools or universities unless they are of general interest, regarding it as the responsibility of the school library to provide copies of these course materials for their students. Similarly, in the fields of law and medicine materials are provided for the layman, not for the specialist. 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.

--Tools:

Selection of materials is done from published reviews in professional journals, popular magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs, and patron suggestions.

--Format:

Resources are purchased in the most appropriate format for patron use.

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.

The library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria.

--Special Collections:

DeKalb Public Library maintains a large local history collection which operates under the Local History Collection Policy.

Interlibrary Loan:

The library promotes and facilitates resource sharing through Interlibrary Loan (ILL) and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our library's patrons.

It is possible that not every title will be available through ILL or purchase, so all requests may not be filled.

Gifts of Materials:

The DeKalb Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection, and gift materials cannot be returned to the donor. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sale.

When a patron offers to give books, magazines, or audiovisual materials to the library, the following guidelines apply. The library will accept hardcover and/or paperback books and may accept audiovisual materials if they are in good condition. Magazines, encyclopedias, and text books will not be accepted. If the patron wishes to receive an acknowledgement, one should be requested at the time of donation. Library staff will not appraise the books or indicate a value in the acknowledgement.

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. Personal property, art objects, memorials, 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.

De-selection of material:

Ongoing evaluation and review of library materials is necessary to maintain a viable collection that meets the library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed ("weeded") at the library's discretion. Materials that have not circulated in more than 1 year may also be removed. Updated versions may be purchased when indicated.

No materials will be held or given to individuals after de-selection, and materials may be sold, donated, or discarded by the library.

Patron Requests:

The library encourages requests for purchase of specific titles or subject areas with the understanding that not all such requests can be accommodated. Patron requests will be considered using the same factors that govern all selection decisions. Patrons should submit requests using the Patron Request for Material Purchase form.

Reconsideration of Library Materials:

A singular obligation of the public library is to reflect within its collection differing points of view. The DeKalb Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. The library welcomes expression of opinion by patrons, but will be governed by this Collection Management and Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to submit their request in writing by completing and signing the Request for Reconsideration of Library Material form.

Upon receipt of a formal written request, a decision will be made regarding the disposition of the material in a timely manner. The Director will communicate the decision and the reasons for it, in writing, to the person who initiated the request for reconsideration. The Director will inform the Board of Trustees of the reconsideration and disposition of library materials. Until such an examination has taken place, and a decision reached, no removal or restriction of the item in question will take place.

In the event that the person who initiated the request is not satisfied with the decision of the Director, they may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board 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 DeKalb Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

DeKalb Public Library Request for Reconsideration of Library Material

Please complete this form in its entirety and submit to the Director for consideration. Please be specific in your answers—you may use additional paper if more space is required. Upon receipt of this completed form the Director will consider your request for reconsideration and communicate a decision to you in a timely manner. Until a decision has been reached, no removal or restriction of the item in question will take place.

Name _____

Address _____

Telephone Number _____ City _____ State _____ Zip _____

Are you a registered borrower of the DeKalb Public Library? Yes No

Are you representing: Yourself Organization: _____

Material for Reconsideration:

Author _____

Title _____

Type of material _____

I have read/viewed the material in its entirety. I have not read/viewed the material in its entirety.

What do you believe is the purpose of this material? _____

What is your objection to the material? _____

In its place, what material on this subject would you recommend? _____

A copy of the DeKalb Public Library Collection Development and Material Selection Policy has been made available to me.

I agree that this material meets criteria currently established, but I would like the policy modified to exclude such material because: _____

Signature of Patron _____ Date _____

Received by Staff Member _____ Date _____

DeKalb Public Library Patron Request for Material Purchase

Thank you for your suggestions! The library encourages requests for purchase of specific titles or subject areas with the understanding that not all such requests can be accommodated. Patron requests will be considered using the same factors that govern all selection decisions. The selection criteria can be found in the Collection Management and Materials Selection Policy.

Name _____

Address _____

City

State

Zip

Telephone Number _____

Are you a registered borrower of the DeKalb Public Library? Yes No

Suggested Purchase:

Author _____

Title _____

Type of material (book/dvd/cd/other) _____

Audience: Children Adults Teens

Where did you hear about this title? _____

Additional Comments _____

DeKalb Public Library Local History Collection Management and Materials Selection Policy—PROPOSED

POLICY STATEMENT:

The DeKalb Public Library will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of DeKalb, its inhabitants, government, environment, businesses, institutions and organizations. Materials related to the history of DeKalb County, its communities and Illinois will also be maintained in cooperation with other historical, genealogical, archival and library collections in the area.

The Local History Collection Management and Materials Selection Policy has been adopted by the Board of Directors of the DeKalb Public Library to guide librarians and to inform the public about the principles upon which the selections for this collection are made.

The Board of Trustees authorizes the Library Director to establish reasonable procedures governing collection management and materials selection for the Local History collection.

Approved by the DeKalb Public Library Board of Trustees XX/XX/XXXX

DeKalb Public Library Local History Collection Management and Materials Selection Procedures

PROCEDURES:

Criteria:

Criteria for inclusion in the Local History collection may include one or more of the following: relevance to DeKalb and DeKalb County history, authenticity of record, suitability of the subject to the local history collection, non-duplication of material within the collection or other area archives, physical quality of material, ease of use for patrons, cost to preserve and store, security requirements to store or display, and restrictions made by the donor. Other considerations may be applicable on a case by case basis.

Scope:

The collection includes, but is not limited to published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, and scrapbooks of historical materials that relate to DeKalb and its environs, as well as genealogical resources. Emphasis will be placed on documenting the settlement, industry, commerce, education, recreation, government, and historically significant individuals as well as the history of civic, religious, cultural and social organizations.

The collection includes, but is not limited to, published books, photographs, published and unpublished manuscripts (i.e., personal narratives), newspapers and newspaper clippings, maps, brochures and pamphlets, newsletters, catalogs, city and telephone directories, census data for DeKalb County, cemetery records, and DeKalb High School yearbooks. The collection also includes material documenting the history of the DeKalb Public Library.

Items may be accepted in any format, including manuscript, printed, or digital. Photographs and documents may be removed from their frames if accepted into the collection. Three dimensional artifacts will not be accepted by the library unless they can be properly housed and are deemed appropriate to the collection.

The Local History and Genealogy Collection does not collect material dealing with the day-to-day operations and events of the city or county such as council meeting agenda and minutes and other departmental/committee agenda and minutes.

The library reserves the right to refuse an offered donation. The library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt. The library may also decide not to accept items which it cannot properly store, display, or otherwise care for. When possible, the library will attempt to assist the donor in finding a more suitable institution for their material.

Additions to the Collection:

Materials that enhance the mission of the Local History Collection and meet the selection criteria will be accepted by the library. In order to establish the transfer of ownership, the library requests that a deed of gift be completed by the donor/representative and the Director. The deed of gift documents the donation of property (and copyright if applicable) to the library, and is signed by the donor. It also includes a complete description of the donated item and information regarding past ownership of that item. The deed of gift also establishes conditions (if any) governing the transfer of the title from the donor to the library. Once the deed of gift is signed by the donor, the donated item becomes the property of the library. Loans for exhibits may be asked for from time to time, but no permanent material loans will be accepted by the DeKalb Public Library Local History Room.

The library will only accept material with access-limiting restrictions when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Any restrictions will be recorded on the deed of gift, and will be adhered to by the library. All restrictions will specify a date when full access will be granted.

The library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the internet for viewing, may be moved from the local history collection to other sections of the library, may be sold, or may be transferred to another library (See Reappraisal and Deaccession).

Reappraisal and Deaccession:

From time to time, the Local History Collection will be reappraised, and the deaccession of some materials may take place. The library will offer the deaccessioned materials to appropriate institutions or return them to the donor, depending on requirements of the donor's deed of gift.

Care of Collections

The Local History Room at the DeKalb Public Library strives to organize, preserve, and provide access to its collection according to standard archival procedures and practices. Finding aids will be prepared for the collection. The materials in each collection are organized according to the original order (when applicable), and placed in archival containers. The Local History Room will follow the security practices and disaster planning set by the library to protect the collection from potential loss or damage.

Monetary Appraisals

The Library will not conduct any monetary appraisals for donors.