

MATERIALS SELECTION POLICY

Mission Statement

The DeKalb Public Library seeks to enrich the lives of DeKalb residents by supporting and encouraging lifelong learning and being a vital center of community life.

Strategic Goals

- #1 Be a leading public organization by attracting and managing our resources wisely and sustainably.
- #2 Reflect the whole community in our collections, services, and programs.
- #3 Be known for library excellence with a commitment to multiple literacies (visual, digital, textual, and technological).
- #4 Support and grow a culture of innovation and assessment.

Role of the DeKalb Public Library

The Library states the following:

The Library is a community institution that attempts to meet the informational, cultural, recreational, and educational needs of all of the community residents regardless of age or formal schooling.

The character and emphasis of the Library's collection are influenced by the existence of other libraries in this area that provide specialized materials for a particular clientele. The Library does not duplicate expensive or seldom read or used materials that are available in other local libraries or through Inter Library Loan.

Selection Guidelines:

- a. The Library will assemble, preserve, organize, and offer guidance in the use of print and non-print materials that enable DeKalb residents to:
 - a) Find reliable and current information and keep pace with significant ideas and with progress in all fields and knowledge.
 - b) Become more familiar with their cultural heritage.
 - c) Supplement formal study and encourage informal self-education.
 - d) Become more enlightened citizens.
 - e) Become more capable in their occupations.
 - f) Develop their creative capacities and increase their appreciation of the arts, literature, and the sciences.
 - g) Promote personal and social well-being through an enjoyment of reading, viewing, and listening.
- b. The Library will work with other agencies in order to realize more fully its aims.
- c. The Library will cooperate with the schools in order to:
 - a. Encourage good reading, viewing and listening habits among young people.
 - b. Orient young people in the proper use of the Library.
 - c. Help meet the supplementary reading needs of students in elementary, secondary, college, and adult-education classes.
- d. The Library will enter into cooperative ventures with other libraries to provide better library service for DeKalb residents.

- e. To enable citizens to understand the world in which they live, the Library will attempt to provide materials that present widely diverse points of view, including those that may be controversial or unorthodox.

For further information and resources see www.ala.org; www.ila.org.

General Selection Policies:

- a. Youth Services:

Materials, both print and digital, for the Youth Services collection are selected to enrich the child's literary and artistic tastes, to satisfy his/her informational needs, and to provide recreational reading, listening, and viewing at all levels of growth. The basic policy of Library material selection for children is to choose the best new materials and replace and duplicate the older materials which have proved their worth.

Reviewing sources such as, but not limited to, *School Library Journal*, *Publishers Weekly*, and *Library Journal* are used in deciding what titles to add.

Every effort will be made in the non-fiction collection to provide appropriate materials of general interest, as well as to support the school curriculum.

Ultimate responsibility for materials added to the collection rests with the Youth Services manager, although suggestions from staff and patrons are welcomed.

- b. Audiovisual Services:

The audiovisual collection is designed to meet the information, educational, cultural and recreational needs of the Library's patrons. This collection includes music of all genres on compact disc; spoken fiction and non-fiction; DVDs including feature films, children's videos and non-fiction; periodicals pertinent to music and audiovisual technology; reference books on music and film.

Choices for the above-named formats, including digital, are made through a variety of methods and from applicable sources including ratings and reviews, and staff and patron requests.

Feature films are considered for purchase based on reviews by recognized reviewers and rated lists. Award-winning films, both new and old, will be purchased for their unique contribution to film. Non-fiction and children's videos should be favorably reviewed in recognized sources.

Ultimately, a selection of material, whatever the format, is based on reviews, requests and collection analysis.

- c. Information Services:

The print reference collection is designed to be available to all patrons at all hours the Library is open. Digital databases are available via the DKPL website, www.dkpl.org to all DKPL cardholders at all hours. The print materials do not leave the Library.

Ultimate responsibility for materials added to the collection rests with the head of the department, although input from other staff and from patrons is encouraged.

d. Adult Collection:

A general and diversified collection of materials in print and digital formats will be provided in the Adult area of the Library.

In fields of law and medicine, materials are provided for the layman, not for the specialist.

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 provides resources in languages other than English that reflect the predominant languages spoken and taught in the DeKalb Public Library service area.

The DeKalb Public Library collects and provides access to a wide range of materials which meet the informational, educational and recreational needs of every member of the community, allowing the Library to fulfill its mission. The collection includes materials representing a broad range of knowledge, interests, views and expression, reflecting the ages, backgrounds, abilities and experiences of people in the community.

As the main purpose of a Library collection is to be used, the Library strives to provide materials which will be of interest and value to its customers. The result is a collection which covers an array of formats including: print, non-print, electronic, and other objects. As new formats develop and are adopted by the general public, the Library considers supplementing or replacing existing items with those in the new format, based on feasibility and cost.

The DeKalb Public Library does not purchase unsolicited materials or act in lieu of professional review sources. The Library accepts donated copies of self-published books but does not guarantee inclusion in the collection.

Some of the reviewing sources used include, but are not limited to: *Library Journal*, *Publishers Weekly*, book review sections from newspapers, and general interest periodicals such as *Harper's*, *Atlantic Monthly*, and *Scientific American*.

Books specifically requested by individual patrons will be purchased whenever possible if they will serve to enrich the collection and if they fit the Library's selection criteria.

In general, Library materials are excluded for one or more of the following reasons:

1. Inaccurate information.
2. Lack of integrity.
3. Present one side only of a controversial question and written in a violent, sensational, inflammatory manner, or make false or undocumented statements. However, it is the Library's responsibility to provide materials that will enable the citizens to form their own opinions. Therefore, the Library may provide materials that may be argumentative, representing different points of view.
4. Professional works in law and medicine.

5. Ephemeral books and other materials not purchased because of cost, slight demand or availability elsewhere; picture books that are too expensive for content.
6. Out-of-date material with information that is no longer accurate or when newer information is available.
7. Library materials that may add nothing new to a field already well covered in other sources.

Responsibility for the selection of Library materials belongs legally to the Board of Trustees but is delegated to the Library Director, who has the sole and final authority for materials selection within the guidelines of these policies.

e. Religious Materials:

The DeKalb Library will endeavor to build religious collections that offer a broad spectrum of information on the texts, doctrines, history, and leaders of all major religions and religious philosophies. To achieve this end, the Library will ordinarily purchase any religious materials of broad general interest. Library materials that proselytize, propagandize, or foster intolerance toward other religions will not be included in the Library collection. Library materials published by church-owned or church-sponsored publishing houses or other organizations will be accepted as gifts or will be purchased when they meet selection criteria.

Withdrawal of Materials:

a. General Procedures:

Systematic removal from the Library collection of materials no longer useful is essential to maintaining the purposes and quality of resources. Such removal, or “weeding,” should be done regularly, taking into account the following factors:

1. Physical condition of the material due to damage or normal wear and tear.
2. Provision in the Library of adequate coverage in the subject area.
3. Availability of special materials in more comprehensive library collections in this area.
4. Outdated materials, especially in non-fiction titles.
5. Those materials deemed no longer useful to the Library’s collection may be disposed of at the discretion of the Director.

Censorship:

The Board of Trustees, Library Director, paid and volunteer staff, and committees of the Library, while avoiding acquisition or retention of materials of little merit or little interest to the members and users of the Library, shall neither censor nor promote by disproportionate emphasis any particular political, moral, philosophical, patriotic, religious, or aesthetic convictions, opinions, or modes of expression.

The Board of Trustees, Library Director, paid and volunteer staff, and committees of the Library shall oppose, resist, and disregard every form of censorship from any source of authority. The fact that Library material may be the subject of a prosecution in the State of Illinois or elsewhere, or of a court decision in another state, or of a Federal Court decision involving importation, use of the mails, or

interstate commerce shall be presumed to have no legal consequence to the Library, except that the precise terms of an order or competent jurisdiction shall not be violated.

That many Library materials which have been most controversial or objectionable to some persons or groups have, in due course, been recognized to be among those which most, rather than least, belong in public libraries.

That the responsibility for materials selected by a child must rest with the parent or legal guardian. Children will not be limited to materials in the Youth Services collection, and selection of materials will not be limited or inhibited by the possibility that controversial materials may come into the hands of children.

That the guarantees of free speech and free press in the Constitutions of the United States and the State of Illinois apply with more than usual, not less than usual, force to controversial or objectionable expression.

That no act of the Board of Trustees shall be reversed or countermanded, for one year.

Objectors shall be notified of the Library's policies, either by providing them a copy of this policy or by other suitable means.

Patron complaints

It is the policy of the Board of Trustees not to remove arbitrarily any book or other circulating or reference material that is in the Library's collection.

Complaints from patrons regarding Library materials shall be handled in the following manner:

1. Complaints shall be in writing on a form provided for that purpose (Appendix 1) and signed.
2. The Director shall respond to the complainant.
3. The Director shall inform the Board of the complaint and the Director's response, but shall not name the complainant without the consent of the complainant.
4. If the complaint has not been solved satisfactorily between the Director and the complainant, the complainant may request the Board review the complaint.
5. The complainant may further choose to speak to the Board at a regularly scheduled meeting.

Gifts of materials

The Library accepts gifts of books, sound recordings, paperbacks, periodical subscriptions, and other library materials.

In the case of used books and other materials, the judgment of the librarian will prevail as to whether such books will be integrated into the collection.

Receipts for income tax purposes will be given when requested for gifts made to the Library. The valuation of the materials donated must be made by the donor.

Items donated to the Library become the property of the library.

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.

Areas of special acquisition

The DeKalb Library through its local history collection preserves literature and photographs that document the history of DeKalb and provide a record of current and past happenings in the community. (Local History Collection Development Policy (Appendix 2))

APPENDIX 1

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS

Date _____

Name _____

Address _____

City _____ ZIP _____ Phone # _____

Are you a registered borrower of this library? _____

Are you representing Self ____?

Organization _____

Organization name

Author _____

Title _____

Publisher (if known) _____

Material was read Thoroughly ____

Partially ____ Which parts? _____

PLEASE BE SPECIFIC IN YOUR ANSWERS. IF ADDITIONAL SPACE IS REQUIRED, USE BACK OR ADDITIONAL SHEET.

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

What elements of value did you find in the material? _____

What is your objection to the material? _____

What do you feel might be the result of reading or using this material? _____

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

Signature _____

Received by _____ Date _____

APPENDIX 2

LOCAL HISTORY COLLECTION DEVELOPMENT POLICY

Mission Statement

The Local History and Genealogy Collection is a special collection within the DeKalb Public Library. The collection's primary purpose is to collect, preserve, and promote materials that document the history of the City of DeKalb, the surrounding area, and to make these materials available to researchers and the general public. The intent of the library is to preserve these materials for future use and thereby is designated for library use only.

Collection Development Policy

Scope:

Collection emphasis will be placed on material of significant interest about the history of the City of DeKalb including genealogical resources.

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.

Selection of manuscripts will be determined by the collection development policy as adopted by the Board of Trustees biennially.

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 variety of formats collected includes print, audio-visual, and digital material. The collection does not house three-dimensional artifacts.

Selection Criteria

Material will be collected based on its relevance and suitability to City of DeKalb and DeKalb County history and genealogy research. Consideration will be given to the cost to preserve, store, and process material along with security and space limitations.

Gifts

A signed Deed of Gift by the donor/ representative is required to legally transfer ownership of donated materials to the Local History and Genealogy Collection of the DeKalb Public Library.

The library prefers not to accept donations with access restrictions although material available for access upon the donor's death will be considered

Material in poor physical condition will not be accepted.

The library reserves the right to transfer material to another format for preservation and display purposes.

Appraisal

The DeKalb Public Library is not able to provide a monetary appraisal of any donated material.

Cooperative Collecting

The DeKalb Public Library recognizes other institutions in the area that collect material in the same areas of interest. As a cooperating collection the library will refer donors to other appropriate institutions when it is determined that the material offered to DKPL does not meet the collection policy.

Discarding Materials

The library has the right to deaccession any material determined to be unsuitable for the collection. Materials will be deaccessioned in accordance with the board-approved Deaccession Policy. Before discarding, the library will offer the deaccessioned materials to an appropriate institution.

Local History Collection Development Policy

Approved by Board of Trustees March 2009

Reviewed and Approved by the Board of Trustees September 2011

Reviewed and Approved by the Board of Trustees September 2014

Reviewed and Approved by the Board of Trustees October 2016

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