

MATERIALS POLICY

MATERIALS SELECTION POLICY/COLLECTION DEVELOPMENT POLICY

The purpose of this policy is to provide a general overview of the collection development philosophy of the Cary Area Public Library District and to provide collection development guidelines for selectors. Collection development continues to be an important aspect of any successful library.

The authority and responsibility for the selection of library materials are delegated to the Executive Director and, under his or her direction, to additional staff members who are qualified for this activity. 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 Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Cary Area Public Library District will seek to allocate not less than 12% of its operating budget on materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, audiovisual, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

The Library provides an impartial environment in which patrons are able to access a broad range of information and perspectives. The Board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

Criteria for Selection

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities, including best sellers lists, and the advice of subject area experts. The following list contains other criteria for selection.

- Community needs and demands
- Authority of the author
- Timeliness and importance for contemporary society
- Accuracy, presentation of subject, viewpoint of author
- Readability, literary merit, organization of material
- Reputation of the publisher
- Suitable physical format - size, paper, print, binding
- Price
- Representation of various interests and viewpoints
- Relationship to other material in the collection
- Availability in other local libraries

- Reviews in authoritative sources
- Sound quality
- Visual quality
- Requirements for special housing or packaging
- Appropriateness of the material and/or illustrations for the intended audience
- Electronic equipment capacity
- Availability of technical support
- Licensing and networking requirements
- Ease of use
- Clarity of presentation
- Search aids

Limitations

The library does not acquire school textbooks or professional and technical oriented resources.

Patron Requests

Suggestions from registered Cary Area Public Library cardholders are welcome and will be considered using the same criteria as all other selections. Requests can be submitted online through our website or by filling out the Purchase Suggestion form in the library.

Criteria for Weeding

The Cary Area Public Library is a popular materials library, meaning that the Library develops its collection based on the approach of providing its patrons with materials that are most popular. Therefore, the Library does not retain materials that are no longer circulating or in demand by the community. 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, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales.

Local Authors

This donation-based collection is composed of materials donated by local authors and is intended to promote local authors to the community. For the purpose of this collection, local authors are defined as authors currently living or having lived a significant portion of their lives in McHenry or Lake County, Illinois.

Donation Guidelines:

- The Library does not accept workbooks, audiovisual materials or e-materials for inclusion in the local authors collection.
- Books must have been published in the last three years and be in new condition.
- The Library will only accept one copy of each title.
- Author donations are limited to 5 titles per year.
- The book must be bound and the binding must be strong enough to withstand multiple readings/circulations.
- Materials donated become property of the Cary Area Public Library.

- The selector responsible for the collection or subject area will decide whether or not to include the book in the collection based on the selection guidelines in the Library's collection development policy. Items will be withdrawn from the collection following the weeding guidelines in the Library's collection development policy.
- Materials selected for inclusion in the local authors collection will be marked with special tape noting "Local Author" and shelved in the section corresponding to the collection or subject of the title. All materials in the local authors collection will be cataloged and searchable/discoverable in the Library's catalog.
- Materials that are not added to the collection will be given to the Friends of the Cary Area Library.

Controversial Materials

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that registered cardholders may use in requesting the reconsideration of materials.

Requests for Reconsideration

Requests for reconsideration may only be made by registered cardholders of the Cary Area Public Library District. Requests for reconsideration must be made by filling out the Request for Reconsideration of Library Materials form in its entirety. Once a Request for Reconsideration has been submitted, the document becomes a part of the public record. Within ten business days of receiving the request, the Executive Director or designee will draft a letter acknowledging the Request for Reconsideration of Library Materials has been received, state the steps in the reconsideration process, and review the timeline.

The Executive Director, Assistant Director, department manager and selector(s) from the department in which the material is shelved, will review the complaint and examine the material in question. During the reconsideration process, the material in question will remain in the library's collection, however, it may be temporarily unavailable while it is being reviewed by the Executive Director and committee. The Executive Director will provide a written response to the patron alerting them of the library's decision on the Request for Reconsideration within one month of receiving the request.

The patron who submitted the Request for Reconsideration of Library Materials may request to appeal the Executive Director's decision. If the patron chooses to appeal, the patron must submit a written letter requesting an appeal to the Board. Any appeal requires the Request for Reconsideration of Library Material to be publicly disclosed on the Cary Area Public Library

District Board meeting agenda. Agendas are posted a minimum of 48 hours prior to the board meeting. Therefore, if the appeal is received prior to the agenda being posted, the Request for Reconsideration of Library Material can be discussed and a decision made at the next board meeting. However, if the agenda has already been posted, the reconsideration will need to be discussed and a decision made at the following month's board meeting due to the requirements of the Illinois Open Meetings Act. The patron will be informed of the Board's decision in writing within one week. The decision of the Board is final.

Gifts, Donations and Special Collections

Gifts for public purposes are welcome and should be encouraged.

Donations will be received by the Executive Director with the explicit understanding that they might not be added to the collection.

The decision to include donated material in the library collection will be based upon the following considerations:

1. Whether they meet the library's standards of material selection or library needs.
2. Whether the physical condition is satisfactory.
3. Whether the library needs the title or added copies of the title in its collection.

The Library reserves the right to dispose of all donated material, which it does not add to its own collection.

When the Library receives a cash gift for the purchase of a memorial, tribute or for any other reason, the selection of material will be made by collection development staff. The general nature of the gift will be based upon the interests of the deceased or the wishes of the donor and the needs of the library. The item will be marked with an appropriate bookplate. An acknowledgment will be sent to the donor in all cases.

Materials given by individuals, groups or organizations to be kept together as a separate physical entity will not be accepted.

The Library will not accept for deposit materials that are not outright gifts, except historical materials covering the local community, which may be accepted for temporary exhibits. Since the library is not a museum, it will not accept manuscripts or other historical documents for storage.

The Library cannot assess the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation only. The donor is responsible for determining the value of the donation.