



SER 3

ACQUISITION POLICIES

A. COLLECTION DEVELOPMENT POLICY

1. The purpose of the Antioch District Library collection development policy is to guide librarians and to inform the public about the principles upon which selections are made.
2. The library builds its collection based on patron usage, popular formats, and patron requests.
3. The Library sets as its major goal in collection development: the provision of recreational, educational, and professional reading needs of the people of the community.
4. The library will set as its secondary goals:
 - a. The library will place special emphasis on stimulating the young children's interest and appreciation for reading and learning.
 - b. The library will support students in Pre-K-12th grade in meeting their educational needs.

B. DEFINITIONS

1. The words "books", "library materials", or other synonyms as they may occur in the policy have the widest possible meaning; hence, it is implicit in this policy that every form of permanent record is to be included, whether printed or in manuscript; bound or unbound; photographed, computer CD-ROMs or otherwise reproduced. Also included are audio recordings and video in any available format.
2. "Selection" refers to the decision that must be made either to add a given book to the collection or to retain one already in the collection. It does not refer to reader guidance.

C. OBJECTIVES

The primary objectives of collection development shall be to collect materials of contemporary significance and of permanent value. The Library will always be guided by a sense of responsibility to both present and future in adding materials which will enrich the collections and maintain an over-all balance. The Library also recognizes an immediate duty to make available materials for recreation, even though

such materials may not have enduring interest or value. The Library will provide too, a representative sampling of experimental and ephemeral materials, but will not always attempt to be exhaustive. The Library does not consider it necessary or desirable to acquire all books on any subject if these books tend to duplicate each other.

The library has adopted the American Library Association's Bill of Rights, the Freedom to read Statement, and Freedom to View Statement. A copy of these documents may be found the Appendix section of this policy manual. The Library believes in unrestricted access to all informational and recreational materials in our collection. It is the responsibility of the individual to select or reject materials 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 inter-library loan and to the information found on the on-line catalog.

D. RESPONSIBILITY FOR BOOK SELECTION

The Board of Trustees of the Antioch Public Library District delegates the responsibility of collection development to the Library Director. The Director along with qualified staff members has the responsibility to implement the selection of library materials following the Collection Development Policy. Selection of library materials is made by qualified staff members at the professional level. The Heads of Adult and Children's Services are primarily responsible for the selection of materials, under the supervision of the Library Director. Staff members of the Adult and Children's Services departments may also be assigned to assist with selection.

The library also gives serious consideration to suggestions from library staff members and 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.

E. GUIDELINES FOR SELECTION

As a popular materials library, patron input is essential in providing the most desired materials. To determine what our patrons want, the staff maintains a number of statistics. These statistics include circulation statistics of what is checked – out, interlibrary loan statistics of what is requested, and subject statistics of reference questions. These statistics tell the staff what is being used in our collection and what needs to be used in our collection but is weak or missing. Supplemental sources for our selection will include assignments, general patron requests, current popular culture such as “Batman”, and popular book lists such as the “New York Times Bestseller List”. Experience plays a large role in book selection and guides the staffs' judgment where other statistics do not reveal a clear selection strategy.

1. Criteria for Selection

- a. Relationship to present collection, and related materials on the subject.
- b. Current and potential relevance to subject area and community needs.
- c. Evaluation of the material by critics, reviewers and professional reviewing sources.
- d. Stated and anticipated demand.
- e. Reputation and significance of the author, publisher, artist, and director, or producer.
- f. The physical and technical quality of the material.
- g. Appropriateness of the material for the intended audience, based on subject matter, writing style and reading level.
- h. Availability and suitability of physical format for library use.
- i. Demand for duplicate, or additional materials within the collection.
- j. Ownership and popularity of other materials in a series, or subject area.
- k. Inclusion of the title in bibliographies of recommended titles.
- l. Local author or setting.
- m. Price
- n. Timeliness
- o. Physical limitations of the building.
- p. Demand for information related to school assignments and projects.
- q. Demand highlighted by current events
- r. Availability, through interlibrary loan, in other libraries

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.

2. Selection Tools

Following the criteria for selection the librarians examine professional journals for recommended titles. The reviews are read on a regular basis from the following sources:

- a. Library Journal
- b. Horn Book
- c. Booklist
- d. New York Times Book Review
- e. VOYA (Voice of Youth Advocate)
- f. School Library Journal
- g. In addition to these sources the staff reviews catalogs, reviews in popular newspapers and magazines, bibliographies of award winning and recommended materials, publishers' flyers, best seller lists, Books-In-Print,

bibliographies in books, as well as the Standard Catalog series from H. W. Wilson.

F. PARAMETERS OF THE COLLECTION:

All the materials the library selects are available to every patron who wishes to use the library. Parts of the collection are aimed at specific patrons because of interest or reading ability.

1. Adult Collection

a. Fiction: The adult fiction consists of current and classic pieces of popular literature. This is the most popular part of the collection. The works consist of general, mystery, romance, science fiction, Christian, and any other fiction genres. The library staff tries to spend the allotted money to support public demand.

b. Non-Fiction: Books are chosen on the basis of meeting the criteria listed under Selection Criteria. The print collection is selected to fulfill the commitment to provide and maintain pertinent and current titles at a variety of reading levels. In addition, the current selectors set yearly subject goals determined by reviewing usage and interlibrary loan statistics. The Library does not seek to acquire textbooks in local use but may acquire other curriculum-related materials to the extent that such materials also serve the general public. These selections will be general and basic in nature.

c. Legal, tax, medical and other professional or technical works will be acquired only to the extent that they are useful as general reference works as determined by the stated selection criteria. Legal works which provide sample legal forms will be purchased only if the form is representative of that used in Illinois. These forms are not intended to replace the need for an attorney. Tax forms and tax information are selected as a service. Specific tax advice should be acquired from a qualified tax consultant. Medical works will define and present factual information about a disease and are not intended for self-diagnosis.

d. Antioch: The Antioch materials are chosen to cover in depth the history, geography, geology, and people of the Antioch Township Area. We collect menus, postcards, pictures, minutes, pamphlets, newspaper articles, death notices, birth notices, diaries, genealogies and writings to name a few. We try to collect anything in print or handwriting about the area or generated in the area. We collect all works written by authors or poets who live in the area. We do limit the number of family Bibles we collect. Genealogical information from family Bibles is usually copied and the Bibles are given to the Lakes Region Historical Society. Information about special commercial,

cultural, civic, and industrial organizations such as Pickard China will be collected exhaustively. Regalia such as uniforms and artifacts will also be donated to the Lakes Region Historical Society. This collection does not circulate.

e. Large Print: The large print collection is provided for patrons with difficulty viewing standard print. The collection consists of popular fiction and non-fiction titles, a small selection of classic literature and biographies. The collection will be added to on a yearly basis at a modest level.

f. Oversize Materials: These items are considered part of the general non-fiction classification. They are simply too large to be space efficient if shelved with the main body of the collection.

g. Professional Materials: These books are works which have been acquired on the subjects of library science, management, computers, and personnel which will help the library staff better manage and operate the library. These materials are available for circulation.

h. Reference: The reference collection is a non-circulating collection which provides general and specialized information in a variety of subject areas, reflecting the total collection. This collection is provided to supply the library with a ready source of information to answer the questions posed by the public. The materials in this collection are continually updated although not necessarily on an annual basis. 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 best suited to reference. This collection is supplemented by subscriptions to online reference services.

i. Foreign language materials are considered as community needs change. Foreign language services such as *Mango* will be provided to support the community desire to learn a foreign language. Individual needs for foreign languages not purchased by the library may be served by requests through interlibrary loan.

j. Magazines: Magazines are chosen to supplement the print collection. Research is the primary function of this collection so accordingly the collection must be accessible through an indexing source. However, as more and more magazines become available in a full text electronic format, the collection will be changed to browse able and special interest magazines.

k. Recorded Books: Recorded books are selected on patron demand in current formats. Unabridged titles are selected wherever possible.

l. E-books and e-audiobooks will be purchased from Overdrive through the My Media Mall consortium. Emphasis will be on popular books with holds and titles that can't be purchased in print or audio format.

m. Compact Discs : This collection represent the publics interest in music and other sound recordings. Every effort is made to include the best sound recordings of each type as money will allow to provide a well rounded music collection. As new types of media are developed and take the place of the current recording media, they too shall be considered for purchase.

n. Video Recordings: In keeping with its mission of providing popular materials, the library will acquire videos in current formats of popular feature films, documentaries, award-winning foreign films and TV shows. Multiple copies will be purchases as needed.

o. Young Adult Fiction: These items are selected for content and vocabulary that would appeal to readers in junior high to high school.

p. Young Adult Non-Fiction: Young Adult non-fiction is selected for teen interest and curriculum relevance.

q. Video Games: Keeping with the library's mission of providing popular materials, the library collects video games. Games rated M will be circulated in the adult video game collection. Games rated T will be circulated in the teen video game collection Games for current console formats will be selected.

2. Children's Department:

a. Juvenile Easy Books (Picture Books): Juvenile easy books or picture books are selected for their illustrations and story content. The vocabulary of these materials may not be suitable for a child learning to read. They are meant for an older reader to read to the child.

b. Juvenile Easy Board Books: Board books are geared toward babies and toddlers. Their coated cardboard structure makes these books durable. Many of the books focus on simple concepts like counting, shapes, colors, and the alphabet.

c. Easy Readers: Easy readers are selected with a vocabulary designed to encourage beginning readers. Books may contain word lists, large print, controlled vocabulary and short chapters. They will cover grades K - 3rd grade. Since the story content is limited to a restricted vocabulary they may not have a strong story line.

- d. Juvenile Read Along Kits: These kits contain a book and its narration on CD or audio cassette. These materials are popular as they supplement parental reading to the child.
- e. Juvenile Books: Juvenile fiction books are selected with a 3rd - 6th grade reading level vocabulary and with a story that will appeal to children in that age bracket. Key genres, such as mystery, horror, science fiction, fantasy, graphic novels, Christian and Historical fiction are represented. Multiple copies of Newbery Award winners also included in this collection.
- f. Juvenile Recorded Books: The spoken audio collection consists of fiction (including a small percentage of young adult titles) and nonfiction. The primary purpose is to meet the interest of the elementary school-aged children who wish to experience the variety of qualified children's literature and storytelling in a spoken-word format. This collection will encompass all current formats including but not limited to Playaway's, CD, and cassettes. In addition, downloadable audiobooks are available for loan through Overdrive.
- g. Juvenile Non-Fiction: These materials are selected for readers from Kindergarten --8th grade. They are factual materials about subjects which interest readers in this age bracket both educationally and recreationally.
- n. Juvenile Reference: Reference materials at this level are collected to support the research needs of the children.
- h. Juvenile Large Print: These are works for the older child but they are printed in larger type for the child who has difficulty reading smaller type.
- i. Juvenile Magazines: These materials support recreational, informational, and educational needs of children through 6th grade, their parents, teachers and caregivers.
- j. Computer Games: This software collection is comprised of educational and recreational programs. The variety of topics and skill levels in these programs appeal to all ages.
- k. Developmental Games: These educational games and activities provide children with an alternative learning experience. The collection's primary focus is reading and math skills. Additional areas of focus are social skills, motor skills and general knowledge. This collection was started by the Antioch Mental Health Association, a committee of the Antioch Women's Club. In recent years it has received supplemental funding from two grants from the Rotary Club of Antioch, and one received in collaboration with Emmons School District.

l. Children's Video's: This collection is comprised of DVD's VHS tapes, Playaway Views and any additional formats. The collection contains fiction and non-fiction videos that meet the educational and recreational needs of children from birth through 6th grade. Initial funding for Playaway Views was provided by the Antioch Library Friends.

m. Children's Compact Discs: This collection is mostly popular children's artists, soundtracks and holiday music. The remainder of the collection is a well-rounded selection of common musical genres.

n. Children's Video Games: Games rated E or E 10+ will be circulated in the juvenile video game collection. Games for current console formats will be selected. Initial funding for this collection was provided by the Antioch Library Friends.

G. GIFTS and MEMORIALS

The Library is grateful for gifts, and its collection has been enriched by many fine donations of materials and artworks as well as monetary contributions. Through Donors, the Library has been able to obtain many important acquisitions which could not have been purchased otherwise. The Library accepts gifts of books, but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchase materials. No conditions may be imposed relating to any donation after its acceptance by the Library.

1. Memorial/Gift Book Programs

The purpose of these programs is to expand the ability of the library to add new books to its collection in any given fiscal year. Materials selected under these programs are funded by individual patrons who wish to purchase materials that relate to the lives of one's friends or family. Books purchased will carry a book plate indicating the person being remembered or honored. Patrons are allowed to select the subject area in which a book will be chosen. The actual book will be selected by the staff. These books are subject to approval by the purchasing patron. In addition our discount will be passed along to the patron.

2. Donations - Others, e.g. Monetary

The Library welcomes cash contributions. It is our custom to spend the cash on materials, equipment or a project needed by the library and is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor may make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Board of Trustees.

3. Recognition of Gifts

For all materials purchased through the memorial book program, the Library will place a book plate within the item which gives the name of the donor and the

honoree. If it is possible, all art objects, furniture, or equipment will be remembered on a plaque on the memorial and gift tree in the entrance way.

4. Use of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. All donors are to be informed that the Library cannot commit itself to perpetually housing a donation. Of course, no donation will be disposed of in a careless manner, and every donor can be assured that the Library will respect his donation and house it as long as feasible.

5. Restrictions

No donation is to be accepted unless it is given to the Library with no strings attached. In accepting a gift, the Library acknowledges no present or future expenses to be borne by the Library. All gifts may be used, sold or disposed of in the best interest of the Library. All donations are accepted only if in the opinion of the Library Director they can be utilized by the Library.

H. DE-SELECTION OR WEEDING

Library book selectors are committed to keeping the materials collections up-to-date, relevant, and attractive. To accomplish this, the selectors practice informed, careful, acquisitions, and they continually identify material to be weeded out of the collection. This identification of material to be weeded is done formally and informally. Formal weeding happens in two ways: first, selectors comb through their assigned

sections regularly, withdrawing out-of-date and/or worn out or damaged material and replacing it as needed currently. Second, selectors work from a computer generated list of materials that have not circulated for 5 or more years. The same criteria used to select the material is applied to de-selection of the material. Each item on such a list is examined and evaluated for retention, withdrawal, or replacement. This process is done on an annual basis.

Informally, all staff identify damaged, worn out, or outdated materials in the normal routines of retrieving, checking out, and checking in. Materials thus identified are checked out to Technical Processing for repair or deletion from the collection.

I. RECONSIDERATION OF MATERIALS-Procedure for Handling Complaints

The library supports the American Library Association Bill of rights and affirms the concept of intellectual freedom. Materials owned by the library will meet the criteria set for them in the selection policy. However, because of the diversity of materials, some individual complaints may arise. The following procedures will be used when a patron registers a complaint:

1. If complaints about materials arise, the patron should be referred to the Reference Desk. The librarian should listen attentively and offer the patron the “Request for Reconsideration of Library materials” form. The form, when filled out will be given to the Director.
2. The Director may request reviews (when appropriate) to be supplied by the staff member responsible for selection of the material. After reviews are supplied, the Collection Development Policy consulted, and appropriate staff interviewed, staff recommendations will be made. The Director will then write to inform the patron of the recommendation. The form and the letter will then be made part of the Board packet for the next regular meeting.
3. Should the patron challenge the decision, he/she may appeal to the Board in writing. The Board will then appoint a task force of two Board members, and two staff members (one of the staff members will be the person responsible for selecting the material.) This task force will again review all the material available about the book and read the book itself. The recommendation of the task force will be sent in writing to the patron. A copy of this letter and all accompanying documents will be included in the Board packet at the next regular meeting at which time the board will consider the recommendation of the Task Force. The decision made at this time will be the final board action taken on this matter. Personal appearance may be made at the Board Meetings under the agenda item “Notices and Communications.”