



SER 3

## ACQUISITIONS

### POLICY

#### A. COLLECTION DEVELOPMENT POLICY

1. The purpose of the Antioch Public Library District collection development policy is to guide library staff 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's major goal in collection development is providing high demand materials in a variety of formats for all ages.
4. The Library's additional goals include:
  - a. Stimulating young children's interests and appreciation for reading and learning.
  - b. Supporting 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 print, audio, video, digital or otherwise produced.
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 value. The Library will always be guided by a sense of responsibility to both present and future in adding materials which will enrich the collection 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 has adopted the American Library Association's Bill of Rights, Free Access to Libraries for Minors, Code of Ethics, Freedom to Read Statement, and Freedom to View Statement. A copy of these documents may be found in the Appendix section of this policy manual. The Library believes in unrestricted access to all informational and recreational materials in the 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 interlibrary loan and to the information found in the digital collection.

#### 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 Library 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 school assignments, general patron requests, current popular culture and popular book lists. 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 (in no particular order)

- 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 library staff examine professional journals for recommended titles. The reviews are read on a regular basis from a variety of resources.

## 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: Adult fiction consists of current and classic pieces of popular literature. 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. Nonfiction: 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. 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 titles 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: These materials are chosen to cover in depth the history, geography, geology, and people of the Antioch Township Area. We collect yearbooks, scrapbooks, 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. Information about special commercial, cultural, civic, and industrial organizations such as Pickard China will be collected exhaustively. This collection does not circulate.
- e. Large Print: This collection is provided for patrons with difficulty viewing standard print. The collection consists of popular fiction and bestseller nonfiction titles, a small selection of classic literature and biographies.
- f. Oversize Materials: These items are considered part of the general nonfiction 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, programming, technology and



personnel which will help the library staff better manage and operate the library. These materials are available for circulation.

- h. Reference: This non-circulating collection provides general and specialized information in a variety of subject areas, reflecting the total collection. This collection is supplemented by subscriptions to online reference services.
- i. Foreign language materials are considered as community needs change. Foreign language services 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 and Newspapers: Magazines and newspapers are chosen for browsability and popular demand.
- k. Audiobooks: Audiobooks are selected on patron demand in current formats.
- l. Digital Collection: This collection will complement the physical collection and include all forms of digital content, including eBooks, eAudiobooks, digital music, movies and magazines. The Library subscribes to certain services whose content is decided by an outside entity.
- m. Compact Discs: This collection represents the public's 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.
- 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 purchased as needed.
- o. 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 for current console formats will be selected.
- p. Other Formats: Hotspots, Rokus, Kindles, telescopes, iPads, Netbooks, chargers, Oculus Virtual Reality Headsets, microphones, etc. will be provided to meet patron demand.



- q. Electronic Services: The Antioch Public Library District subscribes to various electronic services to supplement our physical collection. Access to these resources is provided in accordance with the licensing agreement of the vendor of the service. The library chooses services that are useful to a broad segment of the community. Electronic services subscriptions are reviewed annually. The library subscribes to packages of databases where various sources are bundled together. Antioch Public Library District is not responsible for the accuracy of the content of these sources.
  - r. Lit Boxes: Book subscription service for adults to check out a box containing an Adult book custom selected for them. Boxes also contain snacks and surprises.
2. Teen Collection:
- a. Young Adult Fiction: These items are selected for content and vocabulary that would appeal to readers in junior high to high school.
  - b. Young Adult Nonfiction: These items are selected for teen interest and curriculum relevance.
  - c. Young Adult Video Games: Keeping with the library's mission of providing popular materials, the library collects video games. Games rated T will be circulated in the teen video game collection. Games for current console formats will be selected.
  - d. Lit Boxes: Book subscription service for 7<sup>th</sup>-12<sup>th</sup> graders to check out a box containing a Young Adult book custom selected for them. Boxes also contain snacks and surprises.
3. 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 cover grades K - 2<sup>nd</sup> grade. Since the story content is limited to a restricted vocabulary they may not have a strong storyline.
- d. **Juvenile Read-Along Kits:** These kits contain a book and its narration on CD. 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 award winners are 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 Playaways and CDs. In addition, downloadable audiobooks are available for loan.
- g. **Juvenile Nonfiction:** 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.
- h. **Juvenile Reference:** Reference materials at this level are collected to support the research needs of children. This collection is not being added to.
- i. **Juvenile Magazines:** These materials support recreational, informational, and educational needs of children through 6<sup>th</sup> grade, their parents, teachers and caregivers.
- j. **Developmental Games:** These educational games and activities provide children with an alternative learning experience. The collection's primary focus is reading and STEAM (Science, Technology, Engineering, Art and Math) skills. Additional areas of focus are social skills, motor skills and general knowledge.



- k. Lit Boxes: Book subscription service for Early Elementary age children and Tweens to check out a box containing an Easy Reader or Juvenile Fiction title custom selected for them. Boxes also contain snacks and surprises.
- l. Children's Videos: This collection is comprised of current video formats. The collection contains fiction and nonfiction videos that meet the educational and recreational needs of children from birth through 6<sup>th</sup> grade.
- 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.
- o. Children's Playaway Launchpads: Rechargeable tablets with educational and entertaining preloaded content. Each tablet is grouped by age and grade level.
- p. Other Formats: Osmos, Kibos, etc. will be provided to meet patron demand.
- q. Electronic Services: The Antioch Public Library District subscribes to various electronic services to supplement our physical collection. Access to these resources is provided in accordance with the licensing agreement of the vendor of the service. The library chooses services that are useful to a broad segment of the community. Electronic services subscriptions are reviewed annually. The library subscribes to packages of databases where various sources are bundled together. Antioch Public Library District is not responsible for the accuracy of the content of these sources.

## 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 bookplate 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, and will be noted in the item record as well. If it is possible, all art objects, furniture, or equipment will be remembered on a plaque on the memorial and gift tree in the entryway.
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 the 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 recently. 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 continually.

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 Services for repair or deletion from the collection. When possible, some weeded items are routed to other entities.

#### 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 a public service desk. Library staff 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 Library Director.
2. The Library 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 Library Director will then write to inform the patron of the recommendation. The form and the letter will then be made part of the Library Board packet for the next regular meeting.
3. Should the patron challenge the decision, he/she may appeal to the Board of Trustees in writing. The Board of Trustees 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 of Trustees 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 "Citizen's Comments."

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