



COLLECTION DEVELOPMENT POLICY

Purpose and Scope

The Collection Development Policy embodies the philosophy and practices that shape the collection of the Glencoe Public Library (Library), consisting of physical and non-physical materials (including digital and electronic) that are made available to the public in furtherance of the Library's mission, vision, and values.

Collection Goal

The Library endeavors to maintain a collection of materials that is responsive to the interests and needs of Glencoe residents of all ages and backgrounds and that reflects the diversity of the community.

Intellectual Freedom

The Library supports the principles of intellectual freedom and the individual's right to have access to ideas, information, and perspectives representing multiple points of view. The Library Board of Trustees (Library Board) has adopted and affirms the principles asserted in the American Library Association's (ALA) Library Bill of Rights and the ALA Freedom to Read, Freedom to View, and Diverse Collections Statements. Copies of these statements are appended to this policy.

Selection of Materials

"Selection" refers to the procedure by which designated staff known as "selectors" determine whether to add or retain collection materials. Materials consist of but are not limited to print, audio, video, electronic, games, toys, and equipment. The Library takes no position regarding opinions expressed in materials added or retained.

Ultimate responsibility for the maintenance and development of the Library's collection belongs to the Library Board. The Library Board has designated the Executive Director to oversee general management of the Library's collection. The Executive Director oversees and delegates authority to the selectors to select materials for the collection. Any materials so selected shall be deemed to have been selected with the approval of the Library Board.

Funding for the collection is apportioned by the Executive Director based on demographics and usage statistics, in consultation with the Library's staff management team.

Guidelines for Selection

The Library's selection procedure takes into account considerations of space, budget, and availability as well as the resources of other area libraries and available materials that may be acquired through the Library's membership in the Computer Cooperative System (CCS) consortium.

Professional and otherwise credentialed reviews are the principal tool used in the selection of materials. Selectors are also assisted by bibliographic publications, publisher and vendor advertising and demonstrations, media coverage, and requests of Glencoe residents.

Selection criteria include but are not limited to the following:

- Comprehensiveness and depth of treatment, style, and effectiveness of expression, creativity, and artistic presentation
- Desirability of adding balance to or filling gaps in the collection, such as content created by representatives of marginalized and underrepresented groups
- Community demand whether expressed or anticipated (multiple copies may be purchased or leased to meet demand)
- Authority, competence, reputation, and purpose of the author and/or publisher
- Currency, clarity, and accuracy of information
- Content in formats that meet the needs of users
- Contribution to the diversity of viewpoints
- Cost of the material or resource
- Extent to which materials support a library program
- Physical suitability including quality and durability
- Purchase availability
- Local significance of the author and/or topic
- Local interest or local historical significance of the work
- Content in languages used locally, when possible
- Ease and practicality of providing effective bibliographic access

The Library generally does not acquire textbooks or other curriculum materials related to educational courses in which any of its patrons may be enrolled at any given time. The Library primarily collects popular materials and does not attempt to be a substitute for libraries found in educational and research institutions. Materials of a highly technical nature will be acquired only to the extent that they are useful to the layperson.

The Library acknowledges its particular interest in the works of local authors and local history and, therefore, it will maintain a strong collection in these areas. All local authors' works are subject to the same evaluation criteria as other materials.

Self-published materials are subject to the same evaluation criteria as other materials.

Suggestion for Purchase

The Library encourages purchase suggestions from Glencoe residents and will make an effort to add requested materials that meet the Library's selection criteria. Glencoe residents may make purchase suggestions at any public service desk or through the Library's catalog.

Withdrawal of Materials

The Library endeavors to maintain an up-to-date, relevant, attractive, and appealing collection through an ongoing evaluation of materials and the needs of the community. It is

the responsibility of the Executive Director and designated staff members to continually assess the need to withdraw/replace based on but not limited to the following criteria:

- Number of duplicate copies
- Circulation statistics
- Obsolescence or availability of more current materials in the specific subject area
- Literary quality
- Popularity or historical value
- Availability through CCS or interlibrary loan
- Indexing or listing in current collection guides
- Physical condition of a material

The manner of disposition of withdrawn materials will be at the discretion of the Executive Director.

Gifts and Memorials

Gifts and memorials are subject to the Library's Gift and Fundraising Policy as well as the evaluation criteria applicable to other materials.

Reconsideration of Materials

The Library recognizes that some collection materials are controversial and may be offensive to some patrons. However, selection and provision of materials will not be made on the basis of anticipated approval or disapproval, but on the merits, value, and significance of the work, author and/or publisher. Selection of materials is predicated on the Library user's right to read and view, and his, her, or their freedom from censorship by others. The Library takes no position regarding the opinions expressed in materials held.

Library materials will not be marked or identified to show approval or disapproval of the contents and no materials will be sequestered. The Library will permit designations and ratings on or within collection materials, including but not limited to publisher age ratings, U.S. Consumer Product Safety Commission (CPSC) toy and game age guidelines, Recording Industry Association of America (RIAA) parental advisory labels, and Motion Picture Association (MPA) film ratings. However, this does not indicate that the Library endorses any particular rating or rating system in general. The Library recognizes that such designations and ratings help facilitate patrons' efforts to make their own selections.

The Library expects patrons to exercise their own discretion when determining what materials or resources in the Library's collection they elect to peruse or borrow. Decisions relating to a child's choice of materials are solely the responsibility of the child's parent or legal guardian. Selection of materials for adults will not be inhibited by the possibility that such materials may be accessible to children.

The Executive Director and selectors do not have the authority to remove any materials from the Library's collection due to the controversy of the work, author or publisher, or materials claimed to be obscene, profane, sexually suggestive, or sacrilegious by one or more members of the public.

Glencoe residents who wish to challenge any material held in the Library's collection may complete and submit a Request for Reconsideration form. This form is designed to begin the process (see steps below) for the Library to respond to concerns expressed about the content of the Library's collection.

Step 1

Submit the completed [Request for Reconsideration form](#) to the Executive Director, who will render a written decision regarding the request. Any decision by the Executive Director to grant a Request for Reconsideration must be reviewed and approved by the Library Board before taking effect.

Step 2

If the resident is not satisfied, and wishes to appeal, the Request for Reconsideration will be added to an upcoming Library Board meeting agenda for consideration by the Library Board.

Step 3

The Library Board will conduct a hearing and issue and deliver a timely response to the resident making the request in a manner consistent with the Library's established policies, the ALA Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, and, if necessary, the advice of legal counsel.

Decisions of the Library Board regarding a Request for Reconsideration will remain effective for two years from the date of the initial receipt of the Request for Reconsideration form.

Adopted	October 16, 1996
Reviewed	
Revised	May 21, 2003; October 17, 2007; January 16, 2018; October 20, 2021; February 21, 2024

American Library Association (ALA) LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

American Library Association (ALA) Freedom to Read Statement

- I. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
- II. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
- III. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of political affiliations or the author.
- IV. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- V. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
- VI. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
- VII. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2024.

American Library Association (ALA) Freedom to View Statement

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- I. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- II. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- III. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.
- IV. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- V. To contest vigorously, by all lawful means, every encroachment upon the public's freedom.

Endorsed January 10, 1990, by the ALA Council

Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection’s diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be

explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

1 "Services to People with Disabilities: An Interpretation of the Library Bill of Rights," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

2ALA Code of Ethics, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.