

Morton Grove Public Library

Collection Development and Materials Selection Policy

Responsibility for Selection

Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Board of Trustees. The Library Director delegates to the Head of Public Services/Assistant to the Director, who is responsible for collection development, the responsibility to work with the various sections within the Library to accomplish mutual goals and responsibilities regarding the acquisition, cataloging, and processing of materials, and to promote consistency in the selection and maintenance of the materials collection. All professional staff members may participate in the selection of library materials.

The authority and responsibilities of the Head of Public Services/Assistant to the Director consists of the following:

- Authority to approve or disapprove selection recommendations from the selection librarians, other staff, and the public.
- Authority to make final decisions on the withdrawal of circulating materials, the rebinding of books, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged circulating collection.
- Authority to review various collections in the Library, evaluate the contents, and submit written reports to the Library Director.
- Authority to initiate any weeding projects as a result of collection evaluations.

Selection Guidelines

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies of the subject, and a recognition of the needs of the community.

Criteria

Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs.

Tools

Professional journals; trade journals; subject bibliographies; publishers' catalogs and

promotional materials; reviews from reputable sources; lists of recommended titles; and sales representatives for specific materials. Purchase suggestions from patrons are also an important source.

Standard review sources include the following: Booklist, Bulletin of the Center for Children's Books, Chicago Tribune Book section, Horn Book, Kirkus, Library Journal, Publishers Weekly, School Library Journal, Voya, Wilson Library Bulletin.

More specialized review sources may be mentioned in their respective collection development profiles.

Goals

Materials are selected to meet the objectives of public library service. The Board of Trustees of the Morton Grove Public Library have selected the following roles for emphasis in their Long Range Plan, adopted in September, 1989:

Primary Goals: *Popular Materials Library* - provider of current high-interest materials in a variety of formats for all ages.

Preschoolers' Doorway to Learning - provider of library materials in a variety of formats designed to develop reading, listening, viewing, and thinking skills and materials, resources, and services designed to support parents' efforts to develop their children's interests, experience, knowledge, and development.

Secondary Goal: *Reference Library* - provider of timely, accurate and useful information from the collection and through access to resources outside the Library.

Scope

The scope of the Morton Grove Public Library collection refers to the formats offered, the treatment, and the level of difficulty. Materials selected for the Library collection are intended to meet the cultural, informational, educational, and recreational needs of the residents of Morton Grove. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Library encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The collection scope is intended to provide supplemental materials only for individuals pursuing educational programs and a beginning point for those seeking more advanced information or materials. The emphasis is on acquiring materials of wide-ranging interest to the general public. For instance, history materials at all levels are purchased because the general public is interested in them, and adult science textbooks, because they are often the best materials or even the only materials available on the subject. The collection is not archival, and is reviewed and revised on an on-going basis to meet contemporary needs.

Format

Materials are purchased in the most appropriate format for Library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions may be purchased, and are preferred in cases where the hardcover is extremely expensive and the title would either be used infrequently or is of an ephemeral nature. Paperbacks are often purchased as added copies of popular titles to meet patron demand and as a part of the paperback collection. Library editions are purchased for heavily used titles in the Youth Services Department because of their durability.

Formats include print and audiovisual materials. The library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The Library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection.

Treatment

Treatment most frequently describes the style and, indirectly, the intended audience of a work: popular, scholarly, and humorous are some of the adjectives used with it. Treatment may be appropriate or inappropriate for the subject and the intended audience, but it is something that is judged on a title-by-title basis. A variety of treatments is desirable for many subjects.

Level of difficulty

The range of difficulty starts with picture books and easy nonfiction, and progresses through graded readers to college level textbooks and beyond. Materials intended for professionals in a field are bought when general introductory and intermediate level materials already exist in the collection, or when these levels are included in the same work.

Archival

Archival refers to the holding policies for part or all of the collection. At the Morton Grove Public Library, current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage, with the possible exception of psychology. Old editions are withdrawn when new ones are received or when the contents are incorrect or out of date. The amount of use that an item receives in the present outweighs the possibility that someone may use it some day. No extraordinary effort is made to preserve or protect the last copy of any title in the collection. Local History materials will be retained in the collection in the Local History Room, but even this collection may undergo periodic evaluation and reassessment.

Gift Books

Gifts to the collection can be in the form of money or actual materials. Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements should be evaluated carefully before the gift is accepted. All gifts become part of the general collection and should not require special circulation procedures. Local art guilds and associations occasionally make donations of original art work to the

Library. These framed art works may be added to the collection for circulation to interested patrons. Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection Policy. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

When a patron offers to give books, magazines, or audiovisual materials to the Library, the following guidelines apply. If there is a question about these guidelines or a special situation, the patron should be referred to the librarian in charge of donated materials or to the Head of Public Services.

The Library will accept hardcover and/or paperback books and audiovisual materials if they are in good condition. National Geographics will be accepted as needed, but, in general, the patron should be encouraged to donate such items to schools, etc. Local history materials from the Chicago and Morton Grove areas are welcome, as are foreign language materials. Many donations consist of boxes or bags of materials, which are accepted for the sake of public relations. These gifts are inspected by staff or volunteers for odor, water damage, wear, and age. Appropriate material may be added to the collection, put in the book sale or, if not in acceptable condition, discarded.

The donor will receive a written acknowledgement of the gift if the materials are added to the collection. If the patrons wishes to receive such an acknowledgement, he/she should leave name and address and number of books donated. Library staff will not appraise the books or indicate a value in the acknowledgment letter.

Interlibrary Loan

Interlibrary Loan (ILL) is not a substitute for collection development, but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. The ILL process interacts with the collection development process in two ways:

- Titles not owned by the Library that a user wants to obtain through ILL are given to the Head of Public Services and considered for purchase.
- Titles that have been considered for purchase but which are either unavailable or are not selected are referred back to the patron with a recommendation for ILL.

All ILL requests for recent material are considered for purchase. In addition, all titles that have been requested through ILL at least three times in a year are given high selection priority. Extra consideration is given to requests for titles published within the last six months, because it is unlikely that these will be available from other libraries.

Titles that have been requested by patrons and considered for purchase, but which do not fit the scope of the collection, are too old, out-of-date, or out-of-print, are sent back to the patron with a recommendation to try ILL.

ILL may not be used for any title that is on order or owned by the Library unless the copy is determined to be missing.

Multiple Copies

While the Library does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand. Titles with reserves or titles with broad popular appeal are generally ordered in duplicate. For titles with many reserves, one book is purchased for every five patron reserves. An annual leasing agreement with McNaughton Books Service provides access to multiple copies of high-demand titles at a manageable cost. In subject areas such as resumes and travel books where patron demand is extremely high, the Library prefers to buy one copy of several different titles instead of buying numerous copies of one title. More variety and depth in the collection can be achieved through this approach.

Standing Orders

Titles on standing order have two characteristics in common: they are seldom reviewed in the professional reviewing journals, and/or they are important enough to the collection that receiving them automatically without evaluating individual volumes is better than missing them. The majority of these are reference materials, but travel books, college guides, test review books, and other annual series are also put on continuation for the circulating collection. Many standing order and subscription titles are placed direct with the publisher/vendor, but the majority of Library continuation titles are placed with Baker and Taylor.

Large print format titles are on standing order with Thorndike to insure ready availability of new titles. The Library also has a standing order with Doubleday for genre fiction - mysteries, westerns, and science fiction titles.

The standing order and automatic continuation titles are re-evaluated annually by the Reference Coordinator and the Head of Public Services; titles may be cancelled, new titles added, or the number of copies adjusted to accommodate patron interest and demand.

Bindery

When a book is returned damaged or in poor condition, circulation staff will send it to Technical Services where it will be put on the "Repair" shelves. The Head of Public Services will review the titles needing repair/rebinding regularly and decide which books should be repaired, rebound, replaced, or withdrawn from the collection.

Care should be exercised and very selective decisions made in sending books to the bindery. In many cases, it is more cost efficient to buy a replacement or to buy a newer title. This also helps keep the collection looking new.

Re-binding should be reserved for titles which cannot be replaced or would be too costly to replace. In judging which books should be sent to the bindery, the following guidelines are followed:

- out-of-print books which are of high value to the Library collection
- one volume of a set which is still in good condition and important to the collection
- expensive books which are important to the collection

Books which should not go to the bindery include the following:

- mass market paperbacks
- books which have already been rebound
- older books that have yellowed or brittle paper
- books which have an inside gutter of less than 1/2" and/or outside margins less than 3/8"
- ephemeral materials; time-dated (medical books, tax books) which are close to being out-of-date; materials which are automatically withdrawn after a set number of years (travel books such as Fodor's, Frommers, etc.)
- books for which there are duplicate copies
- any book presently in-print, unless very expensive
- out-of-print books should be judged by the general weeding guidelines; if there are newer titles on the same subject and the book is not a classic, withdraw it rather than rebind
- books with a substantial number of pages missing

Books which cannot be repaired or rebound according to the above guidelines should be withdrawn from the Library collection.

Weeding

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Policy serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

Titles are withdrawn from the Library's collection through systematic weeding by selectors or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to the Head of Public Services who decides whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost. Audiovisual materials

which are withdrawn will be replaced in most cases with new, popular titles, as these collections are designed to meet current interest.

Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every two years, at a minimum, although certain areas may require more frequent review.

Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection. Weeding also helps a selector evaluate the collection by identifying areas or titles where additional materials are needed; older editions which need to be updated; and subjects, titles, or authors that are no longer of interest to the community. Titles can be checked against standard bibliographies in the subject to see if the items have historical or literary value. Holdings which are readily accessible in other libraries may also be considered when making weeding decisions. Withdrawn materials which are in good condition will be put in the book sale. Materials withdrawn from the Reference collection which retain informational value may be transferred to the circulating collection or offered to other libraries on the NSLS Blue Sheets.

Reconsideration of Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Morton Grove Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form (below) entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question and the appropriate Department Head. The committee will make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest

possible date. The Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Morton Grove Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

**Morton Grove Public Library
Request for Reconsideration of Library Materials**

Title: _____

Author: _____ Publisher: _____

This is a: ___book ___magazine ___recording ___video ___other: _____

Request initiated by (your name): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Do you represent:

___ yourself

___ an organization (name): _____

___ other group (name): _____

1. To what in the work do you object (please be specific; cite page numbers):

2. Did you read/view/listen to the entire work? ___yes ___no

If not, which parts have you read/viewed/listened to?

3. What do you feel might be the result of reading/viewing/listening to this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgements of this work by literary critics? _____

7. What would you like the Library to do about this work?

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____

Date _____