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Introduction

The Library collection is developed in order to meet the interests and needs of the Library community, gathering as broad a range of materials as the budget allows. Since the community is a conglomerate of people with diverse backgrounds and interests, every effort is made to build a collection that is broad and varied and represents all sides of issues.

The Library's mission statement, adopted in 1988, provides guidance in the development of the collection development policy.

Mission Statement

The Ela Area Public Library provides materials and services to help the residents of the Ela Area Public Library District obtain the information needed to achieve their personal, educational, and professional goals. Special emphasis is placed on providing current popular materials and supporting formal education. Emphasis is also placed on providing materials and services that stimulate an interest in reading and learning in young children.

Procedures**Community Description**

The Ela Area Public Library District serves the three communities of Lake Zurich, Hawthorn Woods, and Kildeer plus unincorporated areas within these boundaries. The Library District is in the northwest suburban area of Chicago, in Lake County, 42 miles from downtown Chicago. The population of the District is approximately 41,000. According to the 2008 census estimate, the population of the Library District is 90% White, 6.4% Asian, and 8.8% Hispanic.

The work force of Lake County is primarily in executive, administrative, and managerial positions as well as in sales and professional specialties. A great majority of workers (87.5%) drive to work. Their commute times are 60 minutes or more (13%), 30-59 minutes (42.4%), 15 -29 minutes (28.2%), and less than 15 minutes (16.4%). Major employers within the Library District include Echo, C.M. Products, School District 95, and many small companies in the Lake Zurich Industrial Park. The unemployment rate for the county in March 2009 was 9.4% a significant increase from the 2004 figure of 5.5%. Four retirement homes are located within the District, serving the elderly population of the area.

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Other significant census data for Lake Zurich taken from the 2000 census are:

Median Age:	38.6 years
Total Households:	13,187
Median Household Income:	\$126,791
Birth to age 19	31.9% of total
Residents 20-24	4.1% of total
Residents 25-44	25.9% of total
Residents 45-64	30.3% of total
Resident 65 and over	7.8 % of total

The population of the Ela Area Library District is highly educated as shown by the following:

Some college or Associate's Degree	24.9% of the population
Bachelor's Degree	33.1% of the population
Graduate or Professional Degree	19.5% of the population

Growth continues in the area of the Library District. The 1990 census revealed the District's population to be approximately 25,000. The census figure for this area in 2000 was approaching 35,000. A new elementary school, named Spencer Loomis Elementary School, opened in the fall 2003. The students of Middle School North moved to an adjoining building that provides expanded facilities and additional classroom space. Work on the Downtown Redevelopment in Lake Zurich continues. A beautiful promenade was completed the summer of 2003 along the lakefront. The Route 22 bypass was finished in the summer of 2008, running along the NW border of the library's property.

Library Description

The Library has a collection of more than 229,000 items and an annual circulation of more than 870,000 items. There are over 24,000 active borrowers using this collection. Ela is one of the five busiest libraries in Lake County. The Library is part of Cooperative Computer Service, a consortium of 23 public libraries that share a database of materials owned by these libraries. The Library is also one of 40 public libraries in the North Suburban Library System, which supplies library-related training, van delivery service, and serves as a conduit for state grants.

The Ela Area Public Library started in the basement of St. Francis de Sales Church as an experimental project in 1972. Prior to this, the Library was a small collection organized by volunteers of the Lake Zurich Woman's Club. In June of 1973, the residents voted overwhelmingly for a tax-supported Library District. A 10,000 sq. ft. building opened on Buesching Road in January 1982. Voters approved a \$3.5 million expansion, and the addition was completed in June 1991. A referendum passed in April 1999, and the current facility of approximately 72,000 square feet opened in February 2002 on South Old Rand Road and Mohawk Trail.

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The Library includes a 200-capacity meeting room, study rooms, and quiet reading room; two computer labs; a Children's Department with Homework Center and a Program Room; three patios; a café area with vending machines; a Readers' Services Desk and an Adult Reference Desk. An elevator facilitates access to the second floor, and there are more than 230 parking spaces in the lot in front of the building.

The doubling of the Library's size provided space for a larger collection to meet the needs of the growing population. The building's shelving capacity is approximately 280,000 items; as of March 2009 the collection is over 220,000 items. In the fiscal year 2007-2008, over 873,922 items were borrowed from this Library, which is an increase of 64,671 items over the previous year.

Patrons have ready access to the collection through the online Sirsi catalog, iBistro, a shared database of the holdings of 23 libraries within the CCS consortium. Patrons have access to the catalog through the Library's website from any computer with Internet service. Identifying items and their location, placing holds, reviewing their account, and renewing materials can all be done remotely with the iBistro catalog.

Ela's collection is shared and enhanced by interlibrary loan (ILL) transactions. The iBistro catalog expedites these transactions. Additional catalogs allow the Library to borrow and lend locally as well as nationally.

I. Statement of Purpose

This selection policy defines the standards and outlines the responsibility for materials selection for the Ela Area Public Library. Within these guidelines, the librarians use their professional judgment to determine the materials which best meet the objectives of the Library and the needs of its patrons.

II. Objectives in Collection Development

The general objectives of collection development are to carry out the Library's goals of providing the community with a variety of significant media to meet their personal, educational, and recreational needs.

III. Responsibility for Selection

Overall responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Board of Library Trustees. The Library Director delegates or shares this responsibility with designated members of the staff.

Suggestions for materials to be purchased are always welcome from Board members, Library staff members, and patrons. Patrons are encouraged to make suggestions by filling out a "Suggest a Purchase" form at any of the public services desks or online through the Library's website.

All requests are given serious consideration, and a patron can ask to be informed of the Library's decision. An attempt will be made to borrow through interlibrary

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loan any requested item which is out of print or that does not meet the criteria for purchase.

IV. Criteria for Selection

The general criteria considered in selecting materials include: 1) significance and permanent value to the existing collection, 2) qualifications of author or producer, 3) suitability of subject and style for intended audience, 4) quality of format, 5) currency or timeliness, if applicable, 6) patron interest and/or request, 7) support of school curricula for students at all levels, 8) favorable critical reviews, 9) price, 10) availability in a more appropriate format, 11) attention given to the item by general media, 12) availability of materials in other libraries, and 13) representation of a unique or balancing point of view. When there is consistent and continued community interest in works by a specific author or works that are part of a series, a standing order may be established to acquire similar materials on an ongoing basis. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

V. Selection Tools

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly use the reviews found in standard sources. Other selection aids, such as notable award lists, National Book Awards lists, Pulitzer Prize lists, and published lists of bestsellers may also be used.

VI. Scope of Collection

Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as ephemeral items. Circulating materials are supplemented by a variety of reference materials, digital collections, and electronic databases. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

The depth of the collection in any specific subject area shall be limited by available resources, and interlibrary loan will be used to supplement needs beyond the scope of a generalized public library collection.

VII. Statement of Specific Policies in Selected Areas**Materials for Children**

The Ela Area Public Library subscribes to the following policy: “Free Access to Libraries for Minors,” an Interpretation of the Library Bill of Rights.

Responsibility for the reading choices of children rests with their parents or legal guardians. At the Ela Area Public Library, children and young people have access to all parts of the Library. In addition, collections in the Children’s Department specifically serve children and young people from birth through

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eighth grade with emphasis given to those in sixth grade and younger. Materials appropriate for the interests and needs of the ages served are chosen for these collections. Collections in the Children's Department include print, audiovisual, and online materials.

A. Circulating Materials**1. Print**

- a. **Junior Non-Fiction Books:** Non-fiction books for preschool through grade eight are chosen to meet the criteria listed under Criteria for Selection. The Department places emphasis on materials that support the school curriculum as well as information on areas of popular interest. Special attention will be paid to the following areas: the fine arts, zoology, astronomy, and state and country books.
- b. **Junior Fiction:** Junior Fiction includes novels for children in grades three through eight. Books are purchased in all genres and areas of interest (e.g., award winners, classics, historical fiction, mysteries, science fiction, sports stories, fantasy) and at varied reading abilities present in these grades (e.g., high interest/low vocabulary, transitional).
- c. **Junior Illustrated Fiction:** This collection is distinct from the Picture Book Collection not in format, but in the age of its intended audience. The materials in this collection are seen as being most appropriate for children in grades 3 and up. The content generally appears more mature than that found in the Picture Book Collection and deals with challenging issues such as death or the illness of a parent, racial discrimination, or war, as well as more sophisticated presentations of other general topics.
- d. **Junior Paperbacks:** This collection offers popular, current titles, as well as copies of books only available in paperback.
- e. **Junior Series:** The aim of the Junior Series section is to provide as complete a set as possible of the most popular, current fiction series available for children.
- f. **Beginning Chapters:** This section of fiction books is selected with the transitional reader (generally those in 2nd and 3rd grades) in mind. The books are more difficult than Easy Readers and easier than Junior Fiction novels.
- g. **Easy Readers:** Junior Easy Readers are written for children in kindergarten through second grade who are learning to read. Generally these books are written with a controlled vocabulary and are purchased to supplement primers and provide easy, enjoyable reading

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for the young student. Multiple copies of each suitable title are usually purchased. The Emergent Reader section of this collection reinforces reading skills learned. Phonics kits are also included in this area.

- h. **Early Literacy Section:** This specialized collection focuses on the six pre-literacy skills: print motivation, letter knowledge, phonological awareness, print awareness, vocabulary, and narrative skills. These titles are featured in the Department's "Every Child Ready to Read" workshops and are reviewed and recommended in the "Early Literacy at the Ela Library" newsletter. Multiple copies of featured books are ordered.
- i. **Picture Books:** Picture Books are defined as books with simple plot lines that rely on illustrations to help tell the story. Picture books are selected based on reviews and the prominence of the author and/or illustrator. Picture books are primarily fiction but also include some folklore, fairy tales, poetry, and non-fiction (e.g., seasons, spatial concepts, nature, etc.) These books are predominately used by preschoolers through third graders, although many books are actually written at a higher reading level. The Department orders multiple copies of the most popular picture books.
- j. **Pop-Up Books:** Pop-up books for children of all ages are purchased based on criteria found in reviews: aesthetic appeal, originality in content or format, and durability.
- k. **Board Books:** These small cardboard-paged books are primarily for babies and toddlers. Books are selected for their potential appeal to our youngest patrons and should include bright, clear pictures and minimal text.
- l. **Awards Collection:** The awards section includes books which have won (or have been declared a runner-up for) the Caldecott Award, Newbery Award, Coretta Scott King Award, Pura Belpré Award, Rebecca Caudill Award, Monarch Award, and the Outstanding International Books Award. In addition, titles nominated for the current year's Rebecca Caudill Award and Monarch Award contests are housed in this area. The Department purchases multiple copies of the nominees.

Copies of all books included in the Awards Collection are also purchased for the regular collections, according to the location where they would normally be housed (e.g. Picture Books, Easy Readers, Junior Fiction, Junior Illustrated Fiction, etc.).

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- m. **Holiday Collection:** The Holiday Collection is comprised of Picture Books, Easy Readers, Junior Fiction, Junior Illustrated Fiction, and Junior Non-Fiction for most holidays celebrated in the United States.
- n. **Junior Biography:** In the selection of biographies and autobiographies, the prominence, popularity, or importance of the subject is more important than that of the author. Special emphasis is placed on collecting books about well-known artists, inventors, and historical figures. This section includes titles written for a diverse range of reading levels, incorporating books for students in grades K-8.
- o. **World Languages Collection:** Local families have become more multi-racial and multi-lingual and have formed personal ties with others around the world. The Department strives to provide materials to reflect and enrich this experience.
The Department collects print and non-print materials in a variety of non-English languages, mirroring the population pattern and usage demands. Languages include Spanish, Chinese, French, German, Polish, Russian, Korean, and Hindi as well as others as the need arises. Languages represented will fluctuate as patron population shifts. Materials are also collected to support the local schools' language programs. The Library purchases print and non-print materials for children interested in learning another language. Bilingual materials (English and a second language) are also purchased when available.

Whenever possible, collection decisions are made by reading current reviews. However, many non-English materials are not reviewed in primary journals. In these cases, native speakers with knowledge of children's literature will be consulted for advice and the Department will also consider purchasing publishers' packaged language sets.
- p. **Parent-Teacher Collection:** This collection is of particular interest to adults involved in the education and development of children. This section contains books, periodicals, and audio-visual materials which focus on such topics as home-schooling, curriculum development, enrichment, child development, special needs, arts and crafts, storytelling, and parties.
- q. **Large Type Print Collection:** The Children's Department purchases junior fiction titles available in large type print. These books represent duplicate copies of titles already found in the Junior Fiction Collection. They are chosen using standard selection policies with emphasis given to popularity as well as availability.

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- r. Periodicals: The Children's Department has two periodical collections, one for children (Junior Periodicals) and another for parents and teachers (Parent-Teacher Periodicals). Selection criteria for both collections include the following: frequent patron demand, authoritativeness, popularity, reference value, durability, compliance with copyright law, cost, attractive format, and availability in other formats (online). Growth of the periodical collection is expected to be moderate.
- s. Comic Collection: Selection criteria for comics and graphic novels include favorable review, patron requests, popularity of an artist or title, and cost. Generally the reading level of the comic collection ranges from Easy Reader through 5th grade. Multiple copies of the most popular comics are purchased.
- t. Kids' Picks Collection: This collection of twenty books changes each June to provide a new list of books for our annual Kids' Picks competition for students in grades 3-5. This collection is selected based on student recommendations, award winners and nominees, and books that will appeal to a wide audience. The Kids' Picks collection includes both fiction and nonfiction books.

2. Non-print

- a. Sound Recordings: The Children's Department purchases appropriate sound recordings, including songs and stories. Selection criteria include patron requests, favorable reviews, inclusion on recommended lists, award-winning titles, popularity of artist or title, and cost. Sound recordings will be purchased throughout the year in formats as patron demand dictates.
- b. Audiokits: Kits are purchased to supplement and enrich the print collection. The primary purpose of the kits is to provide the opportunity for readers to listen to a story and follow the text simultaneously.
- c. Audiobooks: The Department strives to purchase audiobook versions of popular print titles whenever they are available and as the budget allows. Since audiobooks tend to be quite expensive, the Department purchases multiple copies of audiobooks only for those titles which have been determined to be the most popular. Audiobooks are purchased in formats compatible with technology currently available to our patrons.
- d. On-line subscriptions: The Library maintains online subscriptions providing downloadable digital books and audiobooks for all ages.

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The Department chooses digital books and audiobooks for children based on availability, price, popularity, and literary merit.

- e. Junior DVDs: Selection criteria for DVDs include the following: appearance on “bestseller” or most popular video lists, popular titles and characters, reviews, patron requests, and appropriateness for family viewing. The Department has a nonfiction DVD section which includes topics related to the school curriculum as well as popular topics such as transportation, science, dance, and athletics-topics which may be more easily or thoroughly understood by means of a moving, visual format.

The number of copies of each title purchased in each format (whether DVD or a future visual format) is based on demand and current technology practices. Duplicate copies are ordered if demand is high or anticipated to be high. Items that have circulated many times and are showing signs of wear may be replaced with new copies of the same titles if they are still available and if community interest continues.

- f. Junior Interactive Media: The Department considers the following criteria when purchasing interactive media for circulation: appropriateness for children in preschool through the eighth grade, educational value, popular titles and characters, patron requests, reviews, range of platform capabilities, cost, compliance with copyright law, and ease of installation.

B. Noncirculating Materials

1. Junior Reference Books: Non-fiction books in the Junior Reference Section are meant for consultation and are generally not read through in their entirety. This section is comprised of encyclopedias, handbooks, almanacs, atlases, dictionaries, and other specialized sources. There may be some duplication of the adult reference collection when needed for ease of access to frequently used materials.

Special emphasis is placed on school assignment resources and science project materials. Many standard junior reference sources are updated regularly and are put on standing order. At the time of this writing, however, this practice is becoming less frequent, as many of these materials are now available in online versions which are constantly updated.

If the material available in a print reference source is also easily and economically available through online subscriptions, the Department will normally cease purchasing updated print copies of the source. If the print source, however, contains information or is more convenient for

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patrons in any way, the Department may elect to purchase both print and online versions of the source (i.e. World Book).

2. Textbook Collection: The Children's Department houses textbooks from District 95 elementary schools and St. Francis de Sales Catholic School. These textbooks are donated by the schools to the Library for use by the patrons. This collection does not circulate and is updated annually.
3. In-house Software Collection: The Children's Department has two computers in the area which provide access to pre-loaded software. The selection criteria for these games include the following: ease of use, popularity of characters and titles, compatibility with our computer platform, cost, variety of skill levels, variety of interest, and appropriateness for children from preschool through grade eight. Whenever possible, the Department purchases extra copies of these games for the circulating collection.
4. Electronic Resources and the Internet: The Library subscribes to a number of online databases for children. Databases are selected based on the timeliness, authoritativeness, and accuracy of the information provided as well as the predicted usefulness of the contents for students completing school assignments. The information provided by the databases should be written at appropriate levels for young patrons. In addition, the product should be easy for school-age children to use, with a minimal number of steps (clicks) needed to find desired information.

The Department also maintains a frequently updated webpage with directed links selected to provide information to meet children's educational and recreational needs. Links of use to parents and teachers are also included on the webpage. For information on digital books, please see section 2.d.

Materials for Adults

The materials for adults are selected primarily to serve the needs of adults and high school students; consideration is also given to the non-fiction needs of the middle school students. The collection includes reference and circulating non-fiction books, fiction books, and non-book materials.

A. Circulating Materials

1. Print

- a. Fiction: In fiction purchasing, the criteria of patron demand, author renown, relevance to local life styles/interests, and favorable reviews are heavily used. In addition, formal learning support is also considered. Since an important part of the Library's mission is to provide current popular materials, fiction purchasing emphasizes

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bestsellers and new books in quantities sufficient to meet initial demand. In addition to “regular” copies, some in-demand titles are placed in the Most Wanted Collection.

- b. **Most Wanted:** The Most Wanted Print Collection is a small collection of new, popular titles, both fiction and nonfiction. These books are duplicates of ones already in the general collection. Its purpose is to provide a ready supply of high demand titles available at all times. The majority of the Most Wanted books come from the Fiction Standing Order program. Selection criteria for the Most Wanted Collection include: high demand authors/popularity, titles for which there are many reserves, topics of current interest, books by or about current personalities, and best-selling fiction & non-fiction.
- c. **Paperbacks:** A separate paperback collection is maintained for those users who prefer that format and for titles only available in paperback. Most of the paperback collection consists of fiction with occasional purchases of biographies or very popular nonfiction titles. The primary selection criterion is popularity of the title or the author’s work. Other considerations include tie-in with movies or television programs and popularity of the title in hardcover.
- d. **The Teen Collection:** The Teen Collection is a dynamic section where new authors, titles, and series that are popular with youth will be ordered and will supplant those no longer popular. Good reviews, popular demand, support of formal learning, and a balanced collection are purchasing considerations in this area. In addition to fiction titles, a small number of materials in a variety of formats are collected to meet popular demand. These formats include magazines, audiobooks, large type, and graphic novels. A nonfiction collection is also housed in the Teen Area. Nonfiction selections are subjects of special interest to teens such as the following: social and school problems, sex education, and popular culture. Some of the materials in the Teen Area duplicate those in the adult and children’s collections.
- e. **Textbooks:** Due to patron request, the school textbooks for District 95 middle school students are acquired through donations by the school system and are housed in the Teen Area.
- f. **Genealogy:** The Library maintains a small circulating collection of books on the basics of genealogical searching which are of value to the general public. The non-circulating collection is more extensive and consists primarily of indexes, bibliographies, and verification tools, and listings of sources for vital records in particular states

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and foreign countries. Histories of individual families are purchased only if they are of unusual national or local significance.

- g. **Adult World Language Collections:** As the community served by the Library becomes increasingly diverse, collections of print materials are provided to promote Library use by members of the community who are recent immigrants to the United States, or who wish to maintain links with the languages spoken in their countries of origin.

The collection consists primarily of print materials (books and periodicals) that reflect the size of the cultural group in the community and levels of demand and usage of materials. Languages include Spanish, Chinese, Polish, Russian, Korean, Japanese, and Hindi. Languages represented will fluctuate as population and use shift. Unless they are exclusively in non-English language, audiovisual (A-V) materials are included with the Adult Popular Materials A-V collections, and with Adult Nonfiction videos and DVDs.

Materials are also collected to support English as a Second Language classes held at the Library and members of the community who are seeking to learn or improve their spoken English language skills. Each year, efforts are made to include some materials for each language group represented in the classes. *ESL Express* is a mobile collection of these English language learning materials in multiple formats. When not in use in the ESL classes, it is located near the Adult World Languages.

Whenever possible, selections are made by consulting authoritative reviews. In addition, availability of materials and cataloging issues may affect the ability of the Library to provide some materials. In these cases, native speakers will be consulted for advice or pre-selected, pre-cataloged language sets will be utilized.

Patrons may also subscribe to a standing order interlibrary loan service for materials in a specific language.

- h. **Easy Reads (Literacy):** Adult Easy Reads provide educational and leisure reading for adults who are new readers, have learning disabilities, and for whom English is a second language. They include instructional materials and workbooks for teaching the basics of the English language and grammar. These are designed to be used by literacy and ESL tutors working with individuals and groups of students. An effort is made to include other helpful materials, like visual (picture) dictionaries.

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In addition, the collection includes Hi-Low (high-interest, low reading-level) fiction and non-fiction materials. Generally these books are written with a limited vocabulary and are purchased to provide enjoyable reading for adults who are learning to read English, or who have learning disabilities that affect reading.

- i. **Adult Large Type Collection:** This collection includes fiction and non-fiction titles available in large print format. These books may duplicate copies of titles already found in the Fiction Collection. They are chosen using standard selection policies with emphasis given to popularity as well as availability.
- j. **Outreach Collections:** The Library maintains small off-site collections at designated locations in the community. These collections allow the Library to reach many older adults and others who may not be able to visit the Library on their own. Materials rotate from the regular Library collections for a period of 4-6 weeks. Choice of materials for inclusion in the collections is based on understanding of the reading interests of older adults and specific individuals at the centers.
- k. **Non-fiction:**
 - 1) Books are chosen on the basis of meeting the criteria listed under Selection Practices. The non-fiction print collection reflects the Library's commitment to help residents of the District obtain the information they need to achieve their personal, educational and professional goals. There is special emphasis on providing current popular materials and supporting formal education. The current direction for the non-fiction collection is for slow growth. The collection is well-developed and will expand in scope where current events and trends require. The Library stays current with materials for computers, job hunting guides, and travel books and maintains a large selection of titles for decorating, cooking, and crafts.
 - 2) **Periodicals:** The Library subscribes to periodicals which are of general interest to the public. The remaining titles are for reference, for materials selection, and for staff continuing education. Most periodicals are ordered through a subscription agency; others are ordered directly from the publisher. Suggested purchases from staff and patrons are given to the selectors throughout the year.

Titles suggested for purchase are evaluated based on past and current need, general interest, and the Library's other criteria for

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selection. The hard copy periodical collection is augmented by duplication of a small number of titles on microfiche and by electronic full-text sources online.

The Library is occasionally the recipient of gift subscriptions to periodicals or to unsolicited subscriptions. These gifts and subscriptions are subject to the same selection criteria as are staff selections and may or may not be included in the Library's collection.

Magazines 2 Go: Magazines 2 Go is a small collection of new, popular and special issues titles. Magazines may be duplicates of ones already in the general collection. Its purpose is to provide a ready supply of unique and high demand titles available for checkout. Most of the magazines are purchased from a retail establishment. The remainder of titles are ordered through a subscription agency or directly from the publisher. Selection criteria include: high demand, seasonal interest, and popularity.

- 3) Pamphlets: The Library houses pamphlets of the states of the United States, international countries, Illinois Rules of the Road and various other topics in the Vertical File. Most pamphlets are free or of low cost.

2. Non-Print Materials

The acquisition of a variety of non-print materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

- a. Recorded Music: Criteria for music selection includes the popularity of an artist or group, patron requests, favorable reviews, inclusion on standard or recommended lists, award-winning titles, local demand (operas performed at the Lyric, etc.), development of a weak area of the collection, and cost.
- b. Most Wanted CD's: The Most Wanted CD Collection is a small collection of new, popular music titles on CD. These CD's are duplicates of ones already in the general collection. Its purpose is to provide a ready supply of high demand titles available at all times. The majority of the Most Wanted CD's come from the CD Standing Order program. Selection criteria for the Most Wanted Collection include: high demand, composers, performers, popularity, titles for which there are many reserves, and bestselling titles.

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- c. Audiobooks: This collection continues to grow in demand and, as such, the collection is developed based on the popularity of the title or author, patron requests, favorable reviews, unabridged format, cost, and packaging. The number of copies of audiobooks purchased in each format (whether CD, Playaway, MP3 CD, eAudiobook, or any future format) is based on patron demand and current technology practices.
- d. Visual Formats: The number of copies of each title purchased in each format (DVD, Blu-Ray or a future visual format) is based on demand and current technology practices. This portion of the collection circulates very heavily.

Feature films are purchased based on several criteria, none of which has a special priority. Consideration is made by popular or best-seller lists, popular actors or directors, reviews when available, patron requests, family fare, award-winners and classics. DVDs are generally purchased upon release. Duplicate copies are ordered as demand is anticipated.

Informational videos and DVDs are selected on the basis of patron demand, favorable reviews, high quality, appropriateness of the visual format for presentation of the subject, student assignments and needs, and cost.

- e. Most Wanted DVDs: The Most Wanted DVD Collection is a small collection of new popular titles on DVD. These DVDs are duplicates of ones already in the general collection. Its purpose is to provide a ready supply of high demand titles available at all times. Selection criteria for the Most Wanted DVD Collection include: high demand, popularity, titles for which there are many reserves, and best selling titles.
- f. Interactive Media: Titles are purchased based on favorable reviews, price, usefulness to a number of users, patron requests, education or assignment-support value, popular topics, for local lifestyles and interests. Video games and software are purchased for use on the most current and popular platforms in use by the patrons.
- g. Descriptive Video (DVS) Collection: Because the action is described (spoken), these videos allow people with visual impairments or blindness to enjoy feature films. Each year, a small number of DVS videos are selected. These are typically classic and award-winning films.

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- h. Talking Books (Blind and Physically Handicapped): Any youth or adult who cannot read or utilize conventional printed matter because of a physical or learning disability is eligible for services of the Talking Books, supported by the Library of Congress. The service provides leisure reading materials in audiotope and adaptive playing equipment. Materials in Braille are also available.

B. Non-Circulating Materials

1. Reference Books: These books contain general or specific information and are for consultation rather than full-length reading. Reference books include directories, encyclopedias, handbooks, almanacs, and dictionaries as well as other specialized sources. The special reference collections include business, medical, and consumer materials. These are used frequently by patrons and an extra effort is made to keep the resources current and comprehensive. The Head of Reference Services in combination with the reference staff selects reference titles.
2. Local Government Documents: The Library receives regular packets from the Village of Lake Zurich, School District 95, Hawthorn Woods and Kildeer. The agendas and minutes from Lake Zurich, Hawthorn Woods, and Kildeer are kept two years and are housed in the Reference collection. Videos of the Lake Zurich Board meetings are also kept in the collection for a six month period of time before being returned to the Village for recycling. Other major municipal documents—ordinances, building codes, zoning codes—are also kept in this area.
3. Microforms: Microforms include microfiche and microfilm. The Library retains a small number of magazines on microfiche which duplicate hard copy. The titles are selected in fiche format in order to provide a historical archive that requires very little space. The Library also has microfilm of local newspapers from the 1960s.
4. Electronic Resources and the Internet: The Library is committed to using technology to provide more effective access to information and to enhance the quality of learning. Electronic resources expand the print resources in the collection, and are both selected (access to a variety of online databases has been purchased) and directed (links have been added to useful Web sites from the Library's Webpage). Library users may also

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access online information through Web searches and by entering URLs.

Various criteria are considered when selecting materials in electronic format. The product must be reasonably priced, relatively easy to use, and accessible to multiple patrons. Additionally, remote access is highly desirable. Timeliness of information is important. If a print counterpart is available, the electronic version should be priced comparatively, offer increased speed and flexibility of searching, and provide continued access to retrospective information when necessary or desirable. Also, the technical requirements for accessing the product should be within the technical parameters of computers located within the Library and those generally available to home users. Easy-to-access technical support should be available.

The Internet allows patrons to connect to a worldwide network containing a wealth of information resources. Links to useful Web sites have been added to the Library's Webpage with the requirements that they cover as broad a range of interests and viewpoints as possible and provide access to resources that support the needs and interests of patrons. Additionally, access to these sites should be free-of-charge for the patron.

Unlike most resources within the Library, the Internet is an interactive medium that is being changed continuously. The Library has no control over the Internet or complete knowledge of the scope and accuracy of available information.

VIII. Complaints

Strong objection to any Library materials must be made in writing according to "Procedures for Handling Complaints about Library Materials" provided at the end of this section. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures as well as forms for registering complaints may be obtained in the department where the material in question is housed.

The Ela Area Public Library subscribes to the provisions of the Library Bill of Rights, Freedom to View, and the Freedom to Read Statement as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which Library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

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IX. Collection Maintenance

- A. Duplicate Copies: The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated; the Library will purchase, when feasible, enough copies to meet demand.

If the community still has an interest in the content of a damaged, worn, or unattractive item, a replacement copy may be obtained. Replacement copies may not be exact replicas of the original; the new copy may have a different format or cover but contain the same intellectual content.

- B. Weeding: In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if they contain a publisher's oversights or errors, if they are unappealing, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.

Items discarded are plainly marked and may be donated to the Friends of the Library for sale, donated to other service organizations and schools, or otherwise disposed of.

- C. Donations and Gifts: Print and non-print materials are frequently donated to the Library. Donations of textbooks, serials including *National Geographic*, *Readers' Digest Condensed Books*, and old encyclopedias are not accepted. All donated materials will be dealt with as the Library deems fit.

Donated materials may be examined for possible inclusion in the Library's collections if they meet the selection criteria and the immediate needs of the Library. Materials not added to the collections will be used for Library programs, given to the Friends of the Library for a book sale, re-donated to other service organizations and schools, or otherwise disposed of.

Patrons also may give a gift of money for the purchase of materials. If the donor requests a specific title, it will be purchased if it meets the selection criteria and if it is paid for in advance. If the donor prefers, staff will select appropriate titles. When possible, the donor or designated person will be recognized on a bookplate.

A copy of the Gift Policy and forms are included in the Appendices.

X. Revision of Selection Policy

Because the needs of the community change, this Collection Development policy is revised as needed and/or is reviewed at least every five years.