

# Material Selection and Collection Development Policy

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Heyworth Public Library District

## **1. Purpose Statement:**

This policy has been adopted by the Heyworth Public Library District to guide collection decisions and to make information about the library collection available to library staff and the community. The Material Selection Policy is approved and endorsed as the official policy of the Heyworth Public Library District and the Board of Trustees.

## **2. HPLD Background Statement:**

Since 1943, Heyworth has been proud of its library. It began in the corner of the local Masonic Lodge building on Main St. as the Randolph Township Library. A fire destroyed the local lumber yard across the street in 1982 and the owners of the land decided to move the lumber yard on the outskirts of the city limits to provide for a larger site. Plans were put in place for the library to become a public library district separate from the township. The Alexander lumber yard land in the center of Heyworth was sold to the newly formed library district for one dollar, and the library's name was changed to the Heyworth Public Library. In 1989 construction was completed on the new library building that is currently occupy.

Through the years the library has expanded in size, people served, and services offered. Heyworth Public Library's building of 7,800 square feet houses more than 33,000 materials, ranging from current best-sellers to the latest in popular psychology, history and medicine, as well as eBooks, magazines and newsletters.

The library holdings include a variety of materials available for all ages: books, audio books, DVDs, Cake Pans, CDs, reference works, local history, microfiche records of local papers, CD recordings of local resident oral histories, and periodicals. A copy machine, two public computers, a microfilm reader, fax machine, laminator, and an AccuCut machine with die cuts are available for public use. The library offers free downloadable music through Freegal a database service we contract with yearly. We also belong to eRead Illinois consortium, a state library partnership providing eBooks to IL libraries, and the Alliance Digital Media Library consortium that maintains a group contract with Overdrive.com to provide online access to e-books and downloadable audio books to our patrons via our website and apps that are free to our patrons.

Library cards are free to district residents and may be used at more than 300 libraries in the Reaching Across Illinois Library System (RAILS), which include the Bloomington Public Library and the Normal Public Library. We also accept Illinois Heartland Library System libraries as reciprocal users such as the Vespasian Warner Public Library card holders from Clinton, IL. If the Heyworth Public Library doesn't have a title that a patron needs, our librarians can usually obtain it from another Illinois library through interlibrary loan free of charge.

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### 3. Responsibility for Collection Development:

Books and other library materials are selected on the basis of literary, educational, information, and recreational value. The library director has the responsibility of selecting materials, and operates within the policies determined by the Library Board of Trustees.

A library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

The Heyworth Public Library has exceeded the Illinois Standards for Public Libraries for a "growing level" library (31,765 volumes), and will strive for "establish level" standards of volumes available to our customers. For the population category of 5,000-9,999, this requires a base of 18,000 items plus 4 items per capita or 40,024 volumes for a population of 5,506.

### 4. Mission

The primary objective is to select material that support the Heyworth Library's mission statement:

*The mission of the Heyworth Public Library District is to be an active, integral part of the community by providing the resources, facility and services to support reading, creativity, cultural activities and information needs while building a sense of community.*

### 5. Target Audiences:

Heyworth Public Library District comprises the Randolph Township and the North/West quadrant of Downs Township, in the County of McLean. According to the 2010 Census our population has grown from 4818 to 5506. The main villages served are Heyworth, Downs, and parts of Shirley, IL. The schools in our district are Heyworth Unit 4 School District and Tri-Valley Unit 3 School District. Both have full time Media Specialists on staff and up-to-date library materials. Due to the nature of the majority of the working adults holding jobs in the nearby cities of Bloomington/Normal or Decatur/Champaign our villages are considered bedroom communities. A sizable portion of our community uses other nearby libraries close to their work locations.

#### ***Races in Randolph Township:***

- White alone - 2,721 (95.8%)
- Hispanic - 62 (2.2%)
- Two or more races - 34 (1.2%)
- Black alone - 10 (0.4%)
- Asian alone - 11 (0.4%)

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- American Indian alone - 3 (0.1%)

### ***Population dynamics in Randolph Township:***

- Population in 2012: 2,880 (100% urban, 0% rural).
  - Population change since 2000: +18.5%
  
  - Males: 1,470 (51.0%)
  - Females: 1,410 (49.0%)
  
  - Median resident age: 34.3 years
  - Illinois median age: 39.6 years
- (City-data.com)

### ***Races in Downs Township:***

- White alone - 951 (94.6%)
- Two or more races - 19 (1.9%)
- Black alone - 17 (1.7%)
- Hispanic - 9 (0.9%)
- Asian alone - 7 (0.7%)
- American Indian alone - 2 (0.2%)

### ***Population dynamics in Downs Township:***

- Population in 2012: 1,005 (95% urban, 5% rural).
  - Population change since 2000: +29.5%
  
  - Males: 508 (50.6%)
  - Females: 497 (49.4%)
  
  - Median resident age: 33.8 years
  - Illinois median age: 39.6 years
- (City-data.com)

## **6. Budgeting and Finance**

The Heyworth Public Library shall maintain at least 12 % of its fiscal budget towards maintaining its collection and seek grant funding whenever possible to attain funding for special collections.

## **7. Evaluation and criteria:**

Ongoing assessment of collection based on long and short range goals, study of circulation, and community assessment of patron needs are all factored to maintain a diverse and current collection valuable to our community.

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## **8. Government publications:**

The library is a disbursement center for US Federal and State Tax forms. [Due to recent budget cuts this program is very limited in scope of forms available, and may be cut all together in the near future. IRS.org is the most comprehensive resource in finding the most up-to-date US Federal tax forms and information.]

## **9. Treatment of specific resources groups and Formats:**

### Adult Collection

The materials in Adult Services 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 adult collection comprises print, in regular and large print, e-Books, audiobooks, downloadable audiobooks, music CDs, popular periodicals, reference and online reference works, and popular movie DVD's.

The adult collection is grouped by format, by genre and/or by topic using the Dewey Decimal system or abbreviations per the format, series, and/or author's last name.

Many professional selection resources are used and examples can include: Library Journal, Publishers Weekly, Booklist, Kirkus Reviews, Foreword, Billboard, Video Librarian, bestseller lists (New York Times, Amazon, etc.), publisher and jobber catalogs, award lists, popular magazine reviews, box office rankings, and customer requests.

### Children's Collection

Providing current, popular, educational, and literary notable materials for preschoolers through eighth grade students as well as for parents, educators, and others interested in children's literature. The library tries to anticipate and to meet the diverse skills and interests of readers at all ages from the preschooler to the beginning reader to the child ready for more advanced resources. A special effort is made to acquire beginning level readers which combine storytelling and quality art work with gradual vocabulary introduction.

The library can provide reader's advisory services but does not replace the parent's right and responsibility to supervise their own children's reading.

Children's materials are purchased in a wide variety formats comprised of print, e-Books, audiobooks, downloadable audiobooks, music CDs, popular periodicals, reference and online reference works, and popular movie DVD's. Adult and Children's Music CD's and movie DVD's are all displayed together. As a general rule, the library does not acquire textbooks used in school as these materials are available elsewhere, curriculums are revised every year, and the required textbooks change frequently.

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Selection resources vary widely and include: professional reviewing tools such as Booklist, bestseller and recommended lists, vendor catalogs, award lists, and customer requests.

## Young Adult Collection:

The young adult fiction collection is selected especially for the needs and interests of seventh through twelfth graders. It contains some duplication of classic titles found in both the adult and junior fiction collections, but is also strongly stocked with those titles that deal with the contemporary scene as it concerns 12- to 18- year-olds. We have a small collection of young adult non-fiction materials with a narrow focus to this age range, relating to health, social concerns, and school projects. Young adult materials are purchased in a variety formats comprised of print, e-Books, audiobooks, downloadable audiobooks, reference and online reference works. Students in seventh through twelve grades are also encouraged to use the children's and adult non-fiction collections throughout the library in preparing school assignments or for any other reason.

### A. Fiction

The fiction collection provides books for a wide range of interests of the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting popular demand for recreational reading.

### B. Non-Fiction

Non-fiction is selected to provide a basic core of reference materials and educational topics of interested to the population in general and specifically for our district. This takes into account the yearly research projects our school districts require of our student population.

### C. Local History and Genealogy

The Library maintains a small circulating collection of books on our areas local history, local authors, and 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 IL and adjacent states. Histories of individual families are purchased only if they are of unusual national or local significance. Microfilm of the local newspaper is purchased as it becomes available.

### D. Blind and Physically Handicapped

Any juvenile or adult who cannot read or handle conventional printed matter because of a physical disability has access to large print, CD audio books, and/or our downloadable resources, support services of Interlibrary Loan through the Library System, Talking Books, or special materials supported by the Library of Congress.

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## E. eBooks and downloadable audiobooks

EBooks are purchased within a consortium that hold both popular fiction and non-fiction. We are a part of two: Alliance Digital Media Library, ADML with the OverDrive company; and eRead Illinois with the Axis 360 company. Both have a group of selectors that we can make recommendations for purchases. We also have the ability to purchase extra copies for our patrons only. When 5 or more persons are waiting on an eBook/downloadable audiobook we will make a purchase of the title when our budget allows.

## E. Foreign Language Materials

Materials in foreign languages are considered as community needs change. Individual needs for foreign languages not purchased by the library may be served by requests through interlibrary loan.

## F. Periodicals

Popular magazines and news magazines are selected and held till less than 20 checkouts are accrued per year. If a title has less than 20 checkouts in a year the title is not selected for the next year and a new title of interest is selected for the district. Patron interest and circulation of other titles are the guiding factor in selecting new titles.

## G. Newsprint

The library subscribes to the local weekly paper the Heyworth Buzz, and the daily Pantagraph. One year of back issues are held for the Heyworth Buzz. Three months of back issues are held for the daily Pantagraph. Microfilm is then purchased for the year of back issues of the Heyworth Buzz. The Bloomington Public Library is the repository for the Pantagraph, and microfilm can be read at that institution.

## H. Music CDs and downloadable music

Music CDs are obtained through donations. Freegal music service from Sony was purchased to allow 3 free downloadable songs per week to each of our card holding patrons. They can own the music forever, and have access to the whole Sony collection of record labels.

## I. DVD Movies

The DVD movie collection rental fees collected are used for the purchase of new DVDs and maintenance of the DVD collection. A wide selection of recreational viewing material is collected. Entertainment DVDs include classic, popular, documentaries, cartoons, and educational films are purchased. A smaller number of nonfiction DVDs are purchased in the areas of health, exercise, popular science, history, biography and travel. The library uses the Motion Picture Association of America's rating system and allows anyone to check out materials except those movies with a rating of R.

- G: General Audiences
- PG: Parent Guidance Suggested

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- PG-13: Parents Strongly Cautioned
- Rated R: Restricted

*Rated R movies cannot be checked out to anyone under the age of 17, and a person must show a valid state id or driver's license to check these out. Cost of items, budget, use, and availability of new items are the determining factors in selection.*

## J. Textbooks

Although the library tries to serve continuing education needs as much as possible, textbooks are not purchased unless they are the best source of information on a given subject. The library policy is to purchase materials which will also supplement and complement the curriculum offerings of the surrounding schools within the library district.

## K. Non-Print

Books on CD are purchased based on popular titles and in limited numbers due to circulation numbers and budget constraints. Partnership in the Alliance Digital Media Library offers our patrons a shared online catalogue of popular and non-fiction e-Book and downloadable audiobook titles in adult, young adult and children's titles.

## L. Cake Pans

Baking pans are collected and sought by donation from area residents.

## **10. Special collections:**

The Alexander Room holds our local history and genealogy materials that can be used in the library only. Some titles with duplicates are available for checkout and located in the nonfiction section. We add yearbooks and yearly microfilm records of the local paper to this collection. When material is made available by local authors, local government agencies, schools, and/or universities, items will be considered for purchase.

## **12. Services:**

Wi-Fi access, a copy machine\*, two internet connected public computers with printers\*, a microfilm reader, fax machine\*, hot laminator\*, and AccuCut machine & die cuts are available for public use. The library also offers many useful links to valuable sites on the libraries website. (\*Fees are charged for the use of these items.)

## **13. Selection Aids:**

The Heyworth Library seeks to maintain a current collection with an emphasis on popular materials, but with enough depth to meet the educational and recreational needs of all ages in our community.

The Heyworth Library seeks to provide, within its financial limitations, a general

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collection of materials embracing broad areas of knowledge which meet the following collection development objectives:

- Provide resources promoting lifelong learning.
- Provide a diverse and wide range of subjects collected to support recreational reading, viewing and listening.
- Provide materials that meet the community's interests and needs in a timely manner.
- Provide materials appropriate for all reading and age levels to encourage and promote continued use of the library.
- Provide materials in quantities proportionate to levels of demand.
- Practice ongoing collection management using output measures, reports available from the online system, and other data for continuous collection evaluation.
- Keep current with technology and material formats that become mainstream in the community.

Selection criteria and purchasing levels vary by area, but in general all materials are selected based on the following guidelines:

- Availability and suitability of format
- Budget
- Critics' and staff reviews
- Existing library holdings
- Individual merit of each item
- Popular appeal and customer demand
- Suitability to the community
- Timeliness of the material

Selections will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work.

A library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

## **14. Copyright:**

The following organizations and their collection policies were an inspiration to the creation of this policy.

- Morton Grove Public Library , *Collection Development and Materials Selection Policy* are Copyright 1992,1995
- Hennepin County Library, *Circulating Collection Development Manual*, Copyright 1991

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- Morton Public Library, *Material Selection and Collection Development Policy*, October 13, 2009
- *CREW: A Weeding Manual for Modern Libraries*. <http://www.tsl.state.tx.us/ld/pubs/crew>, Texas State Library and Archives Commission
- *Administrative Ready Reference*, (IL) 2008

## **15. Intellectual Freedom:**

The Heyworth Public Library endorses the American Library Association's Freedom to Read and Freedom to View statements, The Library Bill of Rights, and the statements on Labeling Library Materials, Access to Electronic Information, Services, and Networks. (American Library Association)

## **16. Acquisitions:**

The Heyworth Public Library will purchase print materials from Baker & Taylor for the majority of materials. When B & T cannot provide a title Barnes and Noble or Amazon Books will be secondary suppliers. DEMCO is our supplier of periodicals, Midwest Tapes, and Amazon are our supplier of DVDs and audio books. However the library is always considering new vendors to stretch our resources further.

## **17. Gifts and exchange:**

Members of the community can support the mission of the Heyworth Public Library through gifts in the form of materials or financial support. Monetary gifts are welcome and are used to advance the Library's reach and enhance its services, not to fund normal operating expenses. 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. Artifacts or gifts of artwork, equipment, furniture, etc. are accepted only with the prior approval of the Director. Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but other requirements will be evaluated carefully before the gift is accepted. All gifts become property of the Library. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection. Inquiries about naming Heyworth Public Library as the beneficiary in a will or trust should be forwarded to the library Director.

## **Guidelines**

Library staff will evaluate donated materials to decide which are appropriate to add to the collection; other materials will be put in the book sale or recycled. Proceeds from the Library book sale benefit the Library collection in general and/or other Library projects and services.

Acceptable donations

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- Financial support
- Local history materials from the McLean County, Randolph Township, and Downs Township areas
- Cake Pans of good quality and newer condition
- Foreign language materials
- Hardcover or paperback books and audiovisual materials in good condition (DVDs and music CDs must be in the original packaging)
- Accounting, computer science, economics, law, medicine, and science books that are less than 5 years old

## Unacceptable donations

- Old editions of standard encyclopedias
- Textbooks
- Reader's Digest Condensed Books
- Magazines that are more than six months old
- Items that are marked, yellowed, musty or damaged

A letter of acknowledgment will be given to the donor if desired. However, the Library cannot appraise books or indicate a dollar value for the donation.

## **18. Collection Maintenance, Evaluation and Weeding**

Materials that no longer meet the stated objectives of the library (Including items that are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.) will be systematically withdrawn according to the accepted professional practices described in the publication, *CREW: A Weeding Manual for Modern Libraries*. This document is on file in the library and can be found on the web at: [www.tsl.state.tx.us/ld/pubs/crew/index.html](http://www.tsl.state.tx.us/ld/pubs/crew/index.html). The goal of a complete weeding of the entire collection is accomplished every five years. Items discarded are plainly marked and may be donated to local missions, sold in a library materials sale, or recycled. Disposal of withdrawn library materials will be at the discretion of the library director, subject to all relevant provisions of the Heyworth Public Library District, and the statutes of the State of Illinois. (Texas State Library and Archives)

## **19. Reconsideration of Library Material**

The Heyworth Public Library subscribes to the provisions of the Library Bill of Rights 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.

Strong objection to any library materials must be made in writing according to "Request for Reconsideration of Library Materials" provided at the end of this section. Examination and

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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 at the information desk in the Heyworth Public Library.

## PROCEDURES FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS

1. If patrons wish to file a complaint about library materials, **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**, should be completely filled out and returned to the library. The Director will review the complaint and the material to determine whether the item should remain or be removed from the collection.
2. The Director will write a letter to the patron who initiated the complaint, outlining the above procedures and announce the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Library Director.
3. After an interview with the Library Director, a patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, who has final authority.

(American Library Association)

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## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS:

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher

Or

Distributor: \_\_\_\_\_

### Request Initiated by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Request represents:** \_\_\_\_\_ Individual  
\_\_\_\_\_ Organization, list name \_\_\_\_\_  
\_\_\_\_\_ other, list name \_\_\_\_\_

1. Have you read or viewed the entire work? \_\_\_\_\_
2. If not, what parts? \_\_\_\_\_
3. To what in the material do you object? (Please be specific; cite pages or sections)

\_\_\_\_\_

\_\_\_\_\_

What good or valuable features do you find in the material?

\_\_\_\_\_

What do you believe is the theme of this work?

\_\_\_\_\_

What do you feel might be the result of reading or viewing this material?

\_\_\_\_\_

What source would you recommend to replace this item or to provide another view of the same topic?

\_\_\_\_\_

Have you read any reviews of this material?

\_\_\_\_\_

\_\_\_\_\_

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## Works Cited

- American Library Association. *Challenges to Library Materials*. 2015. American Library Association. website. 3 February 2015. <<http://www.ala.org/bbooks/challengedmaterials>>.
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