

## RESOURCE SELECTION AND MAINTENANCE POLICY

### 1. Purpose of Statement

The Gail Borden Public Library District Resource Selection and Maintenance Policy documents the philosophies and procedures governing resource selection and maintenance including public programs, exhibits, displays and public announcement postings. The policy outlines the objectives, responsibilities and standards that have been established.

### 2. Objectives in Materials Selections

The general objective in materials selection for the Library is to create a high-use, popular materials collection that reflects the interests and needs of the library community.

### 3. Responsibility for Selection

Material selection is done under the coordination of the Director of Collection Services utilizing librarian-created profiles and recommendations. Selection is also initiated through customer or staff-driven requests that must fall within the criteria for selection.

The Community Services Division and the KidSpace Department are responsible for program selection. The Public Relations & Development Division is responsible for exhibits.

The final responsibility for selection of resources rests with the Chief Executive Officer, as authorized by the Board of Trustees.

### 4. Criteria for Selection

#### *Print and Non-print Materials:*

The general criteria considered in selecting print and non-print materials include: customer demand, significance and value to the existing collection; currency or timeliness, qualifications of author or producer; suitability of subject and style for intended audience; customer request; price; attention given to the item by reviewers and general news media; and technical quality of materials.

The acquisition of a variety of non-print materials is under constant evaluation and is subject to change as technology develops. Among the determining factors in selection are technological compatibility, item cost, budget, number of requests, use and availability.

In selection of all items, 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.

*Electronic Resources:*

Electronic resources include digital media, subscription databases and the Internet. In general, these are computerized resources that are available for use in the library and/or through the library website.

The Internet, which has been selected as a library resource, supplements and complements the physical collections in the Library by allowing users to connect to resources created and maintained outside the Library. Internet content is ever-changing; only sites which appear on the Library's homepage are selected and recommended by staff.

Public access internet computers are provided with filtering software to limit access to web sites that could be considered inappropriate as well as to protect against computer viruses. Use of filtering software, however, is not a guarantee that all sites which users might find inappropriate have been blocked. The Library's Internet Access Statement is considered part of this policy.

The general criteria considered in selecting subscription databases, digital media and web sites for the Library's homepage include: customer demand, significance and value to the existing collection; qualifications of the producer; suitability of subject and style for intended audience; ease of use; currency or timeliness; price; attention given to the resource by reviewers and general news media; and technical quality.

Selection of print, non-print and electronic resources does not constitute an endorsement of the content or views expressed.

*Exhibits:*

Exhibits presented by the Library are offered to highlight library services, collections, and programs. It is the intention of the Library to provide high quality exhibits to enhance the education, cultural enrichment, entertainment, and awareness of district residents. The Library also seeks to attract and inspire new and diverse audiences to the Library and to engage them with exhibits they might otherwise never have the opportunity to see. Exhibits may reflect diverse themes, materials, and media. They may also complement current Library collections and services; and reflect the interests, character, history, and people in the community.

Additional funding for exhibits will be sought through the Gail Borden Public Library District Foundation fundraising and/or grants.

Library sponsorship of an exhibit does not constitute an endorsement of the content, or the views expressed by the exhibit.

### *Programs:*

The Library supports its mission of connecting people with ideas and information by developing programs for 21<sup>st</sup> century literacies and skills.

Library-initiated programs should provide “for the interest, information and enlightenment of all people of the community the library serves”, as stated in Article 1 of the American Library Association’s (ALA) Library Bill of Rights. Since the community comprises people with different backgrounds, sensibilities, personalities, interests, and needs, GBPL will consciously try to offer a schedule of programs that balances all elements. The content of programs will not be limited by race, nationality, personal history, or political or religious views.

Programs will make use of the skills and talents of staff members as well as individuals and organizations from the community, region and beyond. All programs are open to the public, although some may be designed for specific audiences or ages. Fees may be charged for certain types of programs.

Library-initiated programming will utilize Library staff, books, Library and community resources, displays and media presentations. The Library draws upon other community resources in developing programs and actively partners with community agencies, organizations, educational and cultural institutions and individuals to develop and present co-sponsored public programs. To reach target audiences, these programs may take place virtually or inside the library facilities as well as at other venues within the library district or area, in keeping with the Library’s Rules of Conduct Policy.

Requests from individuals to present programs are considered and weighed against the public’s demonstrated interest in the topic, budget, and other allocated resources as well as the presenter’s demonstrated qualifications, expertise and reputation. Decisions on which programs to offer are made by the Library’s staff program coordinators and managers with oversight from Division Chiefs of Community Services Public Services, and Public Relations and Development.

Registration may be required for planning purposes or when space is limited. Any sales of products at Library programs must be approved by the Library prior to the date of the program. Programs are not offered that are of a purely commercial nature intended to solicit business. However, with permission by the Public Programs Manager or the Division Chiefs, authors may be allowed to sell their books as a resource to readers.

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants.

### *Displays and Public Announcement Postings*

Display space is a resource to be utilized in the fulfillment of the Library’s mission and as such should represent educational, cultural, information or recreational information.

Individuals, groups and non-commercial organizations located within the library district may display materials in designated areas within library facilities on a temporary basis, subject to the approval of designated library staff.

A limited amount of designated space is available for postings of educational, cultural or charitable events. Announcements must be approved by designated Library staff before posting. Preference will be given to announcements of events in the Elgin area and Chicago. If space permits, cultural or educational events in other suburban areas will be posted.

The Library does not advocate or endorse the viewpoints of displays or public announcement postings.

#### 5. Selection Tools

For library print materials, priority is given to vendor selection tools that also have the capability of loading and invoicing selected items electronically. Reviews may be consulted in professional library journals as well as in mainstream magazines, websites and newspapers to determine if selection criteria are met.

#### 6. Scope of Collection

The scope for most of the library print collection is to be a popular and actively used collection. The Local History and Genealogy collections primary focus is on areas within the Fox Valley area and are of more permanent value. Efforts are made to support local school curricula from preschool through adult learners. Presence of a resource does not indicate endorsement of its contents by the Library.

#### 7. Collection Maintenance

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. The library follows "Evaluating Library Collections" as outlined in the ALA Library Bill of Rights.

#### 8. Gifts and Donations

Gifts and donations of print and non-print materials are accepted by the Library and guided by the "Gifts to the Library" policy. The Library reserves the right to evaluate and select gifts of materials in accordance with the criteria applied to purchased materials. A statement of the number and type of items donated is supplied to the donor if requested. However, the Library gives no statement of value for any individual item.

An individual or organization may donate money to the Library for the purchase of new resources. The donor may specify the type and subject matter of items to be purchased within the guidelines of this policy. Appropriate book plates will be placed in or on the

gift items at the donor's request. The immediate family is notified of any memorial gift and acknowledgment is made to the donor.

9. Reconsideration of Resources

Strong objection to any library resources must be made in writing according to the "Procedures for Reconsideration of Library Resources" below. A copy of the reconsideration procedures as well as forms for registering objections may be obtained in the department where the resource in question is found or in the Administration office. All individuals have the right to choose which library resources they will use. However, no one has the right to restrict this freedom for others. No print or non-print resource in question is automatically removed from the Library because of an objection to it.

10. Procedure for Reconsideration of Library Resources

A. If district residents wish to file a complaint about library materials, Form I, Objection to Library Materials, should be completed. This form stays on file with the Division Chief of Access Services. The Director of Collection Services will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work, its location in the collection, and/or selection policies.

B. District residents who wish to file a complaint about a specific library program or exhibit should complete Form II which will be reviewed by appropriate staff and the Chief Operating Officer.

C. If residents wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out Form III, Request for Reconsideration of Library Resources.

1. When Form III is filled out and returned to the library, the Director of Collection Services will review the objection and the material to determine whether the item should remain in the collection. Various resources including published reviews will be utilized to make a determination. The Chief Operating Officer and Division Chief of Access Services must be informed of the objection and of the recommendation.

2. The Director of Collection Services will write a letter to the customer initiating the complaint, outlining the above procedures, and stating the decision reached. The letter may also include a statement inviting the customer to the library to discuss the matter with the Director of Collection Services, Division Chief of Access Services and the Chief Operating Officer.

3. After an interview with the Director of Collection Services, Division Chief of Access Services and Chief Operating Officer, a customer desiring further

action can make a request in writing for a hearing before the Board of Trustees who have final authority in consultation with the Chief Executive Officer (CEO).

## 11. Materials Disposition

As stewards of the library district's tax dollars, staff work diligently to meet and exceed the expectations and desires of our customers. Each year hundreds of thousands of books, movies, music, and other materials are published. Our staff make judicious decisions about which of these materials will be purchased and showcased in our library. When the staff are required to reevaluate the disposition of a book or other item, we follow a clear process to maximize the return on investment for our taxpayers.

### A. Criteria For Deaccession

Circulating and in-house library materials of all types (which include, but are not limited to books, journals, microforms, CDs, DVDs, Playaways, computer games, art prints, and maps) may be candidates for deaccession if they meet any of the following criteria:

#### *Currency:*

The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions should be dispossessed.

#### *Usage:*

Low or no usage may be a factor in deaccessioning decisions. Library personnel may consult circulation statistics or other reports to determine viable candidates for deaccession.

#### *Physical Condition:*

Materials that are badly deteriorated, infested, or damaged will be disposed.

#### *Duplicates:*

Because of space limitations the Library may de-access duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used or are a part of a library-wide program. Note that duplicate copies may be identified as 'leased' and in this case guidelines stated in the leasing contract will be followed when returning these items.

*Completeness:*

Materials that are part of a multi-volume set of which the library does not have all volumes may be deaccessioned.

*Local Significance:*

The library will work to retain materials that are considered to have local significance within the library district apart from multiple copies or those in extremely poor physical condition and where preservation efforts have been exhausted.

*Format Obsolescence:*

Materials in obsolete formats may be withdrawn if content is available elsewhere, item is in poor condition, or the majority of the community no longer utilizes the format.

B. Disposition of De-Accessed Materials

Material approved for deaccession may be utilized in different manners depending on the physical state of the item. Staff may offer deaccessioned items to other libraries or to other tax-exempt organizations as permitted by 75 ILCS 5/4-16 (from Ch. 81, par. 4-16). Library staff may use de-accessed items for deposit collections within the library district, for programming, as giveaways at library-events or for other organizations within the library district that have partnered with the library in the past. Items not used by the staff will go to the Library Foundation to be sorted for sale or recycle by Library Foundation volunteers as they see fit. Fully damaged materials may be disposed or recycled.

C. Review and Revision of Guidelines

Disposition guidelines will be reviewed regularly by the Director of Collection Services in collaboration with the Division Chief of Access Services, and additional library personnel in Public Services and Community Services.

12. Supporting Documents

The Gail Borden Public Library District subscribes to the provisions of the *Library Bill of Rights* [www.ala.org/advocacy/intfreedom/librarybill](http://www.ala.org/advocacy/intfreedom/librarybill) , the *Freedom to Read Statement* [www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement](http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement) and the *Freedom to View Statement* <https://www.ala.org/advocacy/intfreedom/freedomviewstatement> as adopted by the American Library Association.

Furthermore, the Library endorses all the *Interpretations of the Library Bill of Rights* [www.ala.org/advocacy/intfreedom/librarybill/interpretations](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations).

**GAIL BORDEN PUBLIC LIBRARY DISTRICT  
Elgin, Illinois**

FORM I

OBJECTION TO LIBRARY RESOURCE

Material: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

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

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

Objection Represents:  Individual  Organization

Reason for Objection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Took Form III:  Yes  No

Date Form III Returned: \_\_\_\_\_



**GAIL BORDEN PUBLIC LIBRARY DISTRICT  
Elgin, Illinois**

FORM II

REQUEST FOR RECONSIDERATION OF LIBRARY PROGRAM and/or EXHIBIT

Title of Program/Exhibit: \_\_\_\_\_

Date of Program/Exhibit: \_\_\_\_\_

Reconsideration Request initiated by: \_\_\_\_\_

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

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

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

Request represents: \_\_\_\_\_ Individual

\_\_\_\_\_ Organization, list name \_\_\_\_\_

\_\_\_\_\_ Other, list name \_\_\_\_\_

1. Have you read the Library Bill of Rights that GBPL supports and adheres to?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Have you read the Resource Selection Policy of GBPL?

\_\_\_\_\_ Yes \_\_\_\_\_ No

3. Do you believe that a public library is an appropriate venue for programs of community interest?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If no, why not?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever attended an event/program/lecture at a Library?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, what was the topic?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Why do you believe that this particular program/exhibit should not be available at the public library?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What difference, if any, do you see between programs/exhibits hosted by a Library and materials (books, DVDs, electronic resources) housed by a Library?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**GAIL BORDEN PUBLIC LIBRARY DISTRICT  
Elgin, Illinois**

FORM III

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCE

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

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

Publisher or Distributor: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

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

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

Request represents: \_\_\_\_\_ Individual

\_\_\_\_\_ Organization, list name \_\_\_\_\_

\_\_\_\_\_ Other, list name \_\_\_\_\_

1. Have you read or viewed the entire work? \_\_\_\_\_

If not, what parts? \_\_\_\_\_

2. To what in the resource do you object? (Please be specific; cite pages or sections)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What good or valuable features do you find in the resource? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What do you believe is the theme of this work? \_\_\_\_\_

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5. What do you feel might be the result of reading or viewing this resource? \_\_\_\_\_

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6. Have you read any reviews of this resource? \_\_\_\_\_

If yes, specify: \_\_\_\_\_

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7. Do you think this resource would be more appropriate for a different age group?  
Please explain: \_\_\_\_\_

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8. What would you like the library to do about this resource? \_\_\_\_\_

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9. Can you recommend other resources that would convey as valuable a picture  
and/or perspective of the subject treated? Please specify: \_\_\_\_\_

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Date \_\_\_\_\_ Signature \_\_\_\_\_