

# Hinsdale Public Library

## Collection Development Policy

### Purpose

This policy governs the decisions to add items to the collection or to retain or discard material already in the collection. Library collection refers to items owned and lent by the Hinsdale Public Library as well as content to which the Library subscribes or leases access on behalf of its patrons.

The Library Board affirms, endorses, and adopts as its own the principles articulated in the appended Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement.

### Community Profile

The Village of Hinsdale is a community of some 16,898 people, located 21 miles west of the City of Chicago. About 34% of the total population is under the age of 18; just over 12.8% is over age 65. The median age of the population is 41.1. The population of Hinsdale is 90% white, and 9.4% of Hinsdaleans identify themselves either solely or in combination with another race as Asian, the second largest ethnic group. Small numbers of the population identify themselves as Black, Hispanic, American Indian, or some other race.

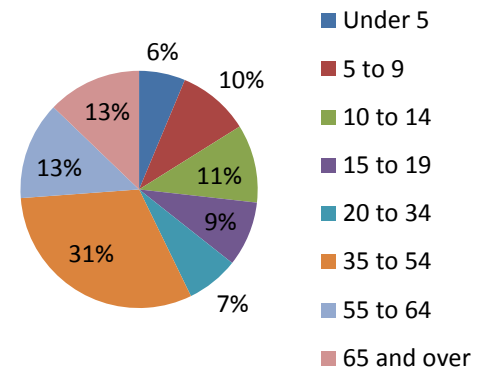
The community is well educated; more than 98% of the adult population has a high school diploma or higher, and over 77% has a bachelor's degree or higher.

Median family income is \$194,970, well above the national average. Single-family housing comprises more than 83% of housing in the community, with the rest comprised of condominiums and rental housing.

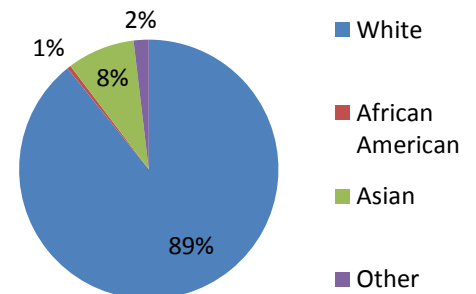
Hinsdale is home to excellent schools, beautiful parks, and a thriving business community, as well as some 20 churches, two hospitals, and many successful non-profit agencies such as The Community House and The Wellness House. The Hinsdale Public Library purchases and makes available items of particular interest to this community. The Library actively develops a collection that reflects the educational and cultural interests and priorities of its residents.

Source: U.S. Census Bureau, 2010-2014 American Community Survey

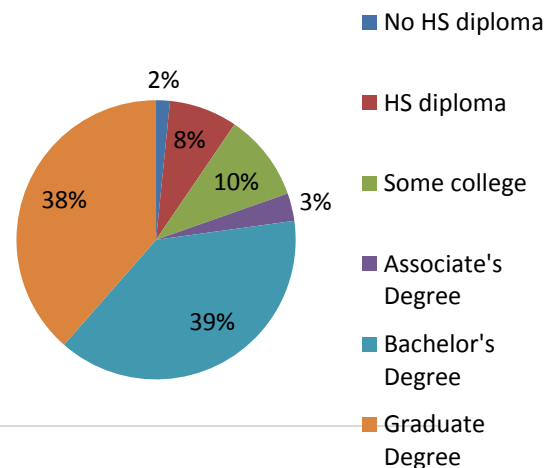
### Age



### Race



### Educational Attainment



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### **POLICY**

#### **Collection Goals**

The Hinsdale Public Library strives to build and develop a materials collection which is responsive to the informational, educational, cultural, and recreational needs of Hinsdale residents of all ages.

The Library spends roughly 12 percent of its operating budget on materials for patrons, per *Serving Our Public 3.0: Standards for Illinois Public Libraries*. This money is apportioned by the Executive Director based on demographics, circulation statistics, and in consultation with the Library's public services managers.

As tailored to the community as the collection aims to be, there will be items of interest to individuals that are not purchased for the collection. Staff is knowledgeable about interlibrary loan procedures and can assist patrons in locating and requesting materials from other libraries.

#### **Selector Responsibility**

Ultimate responsibility for the selection of all materials rests with the Executive Director, who operates within the framework of policies and goals established by the Library Board. Public services managers and their designated staff have collection development responsibilities for specific subjects and formats.

Selectors put a priority on purchasing high-demand titles. Selectors are responsible for ordering copies of materials in anticipation of and response to demand. Selectors are knowledgeable about the community they serve and the publishing/distribution trends in their selection areas. Selectors purchase items for which there is a local audience. It is the responsibility of each selector to look for opportunities to promote the Library's collection to its residents.

#### **Selection Criteria**

Criteria influencing selection include, but are not necessarily limited to, those listed below. As it is not possible for the Library staff to personally read and review the large number of books and other materials produced each year, the information gathered from critical reviews; reputation of the author, artist or distributor; and other positive publicity, generally serves as the basis for applying these criteria, which include:

- Community demand, whether expressed or anticipated. Demand may be for specific titles or for material and resources covering certain topics or in certain formats. Multiple copies may be purchased or leased in order to meet demand.
- Intrinsic value or quality of the work, relating to such considerations as factual accuracy and authoritativeness of content, comprehensiveness of treatment, style, clarity, effectiveness of expression and creativity.

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- Scope, depth of coverage, or approach of a work. For example, highly technical materials and scholarly studies of limited value to the community at large will generally not be added to the collection.
- Importance of a work in adding balance to or filling gaps in the collection.
- Compatibility of the subject, treatment, or style of a work with its intended audience. This criterion pertains especially to materials and resources being considered for the Youth and Young Adult Services' collection.
- Authority, reputation, and standing of the author.
- Availability of the same or similar material at neighboring libraries or through interlibrary loan.
- Cost of the material or resource.
- Suitability of the physical form of the material for library use, including the quality, durability, and general usefulness of the format.
- Ease and practicality of providing effective physical and bibliographic access to the material or resource.
- Local interest or local historical significance of the work.
- Availability of the item for purchase.

### **Technology and Media**

The Library will progressively and responsibly add new material formats as community demand, emerging technologies, industry trends, budgetary considerations, and compatibility with the library environment allow. Any equipment or devices that the Library adds to its collection will also be subject to the criteria established in this policy. Digital content and other emerging format acquisitions may require additional considerations, such as:

- Community interest in the format; ability of residents to access the format with readily available technology.
- Cost of the material or resource.
- Availability of other versions/updates once electronic content is available.
- Supplementary costs—including hardware and software requirements.
- Possible duplication of content.
- Terms of licensing agreements.
- Preservation and long-term access issues.
- Provisions for providing access in-house and patron accessibility off-site.
- Performance questions, *i.e.* does this technology make information more easily or accurately available than its print counterpart?
- Training of staff and patrons in the use of new electronic resources.
- Ability to direct patrons to this resource through our online catalog.
- Ease of use.

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### **Suggestions for Purchase**

The Library encourages patron suggestions regarding the collection and makes every effort to add requested items that meet the Library's selection standards. Hinsdale residents may make suggestions for purchase at any public service desk or on the Library's website.

### **Acquisitions**

Librarians with collection development responsibilities also determine which vendors are most appropriate for their purchases. Library vendors are generally preferred as they may offer substantial discounts, expedited shipping, and special packaging. The Materials Management Department processes material upon arrival and materials are made available to patrons in a timely manner.

Materials are cataloged according to standard library practices, with ease of access in mind. Public services managers may work with the Executive Director and the Materials Management manager to customize the organization of materials to facilitate patron access.

### **Gifts and Memorials**

The Library gratefully accepts donations of books and other materials, but such materials will be added to the collection only if they are needed and meet the selection criteria that apply to collection purchases. The Library reserves the right to utilize gifts as it sees fit and to dispose of gifts which are deemed to be unsuitable for or unneeded in the Library's collection. Unless special arrangements are made in advance, donations will not be returned to the donor.

When the Library receives a cash gift for the purchase of materials, the general nature or subject area of the item(s) to be purchased may be specified by the donor. Selection of specific titles, however, will be made in accordance with the needs and selection policies of the Library. Similarly, all such gifts will be processed in the same manner as items purchased by the Library.

Special or memorial collections are generally not shelved as separate physical entities. Such collections are only accepted with the understanding that they will be integrated with other materials.

Additional information about the Library's gifts program and policies, including donor recognition guidelines, is provided in the [Gifts to the Library Policy](#) which is available on the Library's website.

### **Collection Evaluation and Assessment**

In order to maintain a collection of useful and relevant materials, the Library engages in continual assessment. Inventories are conducted regularly, and each selector monitors the usage statistics of his or her area. The materials budget is allocated according to these usage statistics as well as community demand and industry trends.

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### **Retention of Materials**

Weeding—the ongoing, systematic withdrawal of Library materials—is an integral part of collection evaluation and maintenance and helps assure the Library's usefulness and vitality. Library staff use much of the same criteria used in the selection process. Materials considered for deaccession may include items that are

- superseded by a new edition or a better work on the same subject,
- of little or diminished interest to the community,
- worn or damaged,
- outdated or inaccurate,
- no longer within the scope of the collection,
- in a format which is no longer viable.

Weeded items may be replaced with another copy of the same title or another work on the same subject. Gifts, memorials, and donated items may be withdrawn from the collection using the criteria above. In all instances, the Library reserves the right to dispose of withdrawn items as it sees fit.

### **Reconsideration**

The Library's collection reflects the needs and interests of the community it serves. The Library recognizes that some materials address issues that some individuals may find controversial. Whenever any patron questions the presence or absence of items in the Library's collection, the concern will be given serious consideration.

Patrons are welcome to discuss their concerns about items in the collection with the appropriate staff. If that discussion does not adequately resolve the patron's concern, he/she may submit a letter to the Executive Director providing the information outlined in the appended Request for Reconsideration of Materials form, which is also available on the Library's website and at public service desks.

### **Process**

- Patron submits a completed "Request for Reconsideration of Library Materials and Resources" to the Executive Director
- The Executive Director reviews the Reconsideration Request with the appropriate department manager
- The Executive Director replies to patron with his/her decision to remove or relocate materials.

### **Appeal**

- To appeal a decision made by the Executive Director, a patron may submit a request to the President of the Board of Library Trustees via letter or email.
- The Policy Committee will convene to review the request and make a recommendation to the Library Board.

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- Following a vote by the Library Board, the Executive Director or Board President will contact the patron with the Board's decision.

The Board aims to resolve all patron issues in a timely manner.

Material and resources undergoing review within the context of the formal request for reconsideration process will not be withdrawn from the collection pending resolution of the process.

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### **Policy Review and Revision**

This document will be reviewed by the Board at least biennially.

Hinsdale Public Library Board of Trustees

Approved and Adopted by the Library Board on October 23, 2007. Revised 1/24/12;  
08/28/12; 05/20/14, 06/28/16.

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### Appendices

#### Library Bill of Rights

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

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

Adopted June 18, 1948. Amended February 2, 1961, and January 21, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

#### Freedom to Read Statement

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or



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groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

Based on the Freedom to Read Statement adopted June 25, 1953 and revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

### **Freedom to View Statement**

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the American Library Association (ALA) Council January 10, 1990.

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### **Request for Reconsideration of Library Materials and Resources**

Dear Library Patron,

If you wish to request that the Library reconsider an item which is in our collection, please do so in a letter to the Executive Director addressing the following points and including any other information you wish to provide:

- Please identify the material (author, title, etc.)
- How was this item brought to your attention?
- Have you read/viewed/listened to the entire item?
- What do you approve of in the item? Citing specific pages, scenes, or tracks is helpful.
- What do you object to in the item? Citing specific pages, scenes, or tracks is helpful.
- If possible, please recommend another item that will convey as valuable a perspective on the same subject or theme.
- Are you representing yourself or a group?
- Please provide your name and address. Please also include your telephone number or other preferred contact information.

Following receipt of your letter, the Executive Director and manager responsible for the collection will review and discuss the item to which you have objected. The Executive Director will then make a decision regarding your request. You will be informed of this decision in writing.

Attn: Executive Director  
Hinsdale Public Library  
20 E. Maple Street  
Hinsdale, IL 60521

[director@hinsdalelibrary.info](mailto:director@hinsdalelibrary.info)