

4-40 Collection Development

A public library attempts to provide an accessible setting for a variety of materials. Since no individual can buy and store all of the material one may need or want, the community pools its resources to create a public collection for the community's benefit.

A primary goal of the Chatham Area Public Library is to develop a collection of excellence. The library strives, within the limitations of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The library supports the American Library Association's Bill of Rights (APPENDIX A), and its Freedom to Read (APPENDIX B) and Freedom to View (APPENDIX C) statements, which recognize the right of persons to free and convenient access to information and ideas.

The parents or guardians, not the library, are responsible for supervising the use of books and materials by their children. Librarians are available to provide suggestions for patrons of all ages.

Selection & Maintenance of Materials

The Library Director is responsible for all materials in the library collections. Designated Library staff members use professional judgment to choose and discard items in the library collections within the scope of assigned areas.

A variety of factors influence the selection of library materials, both print and electronic. These include accuracy of information, interest, authority, demand, value to the existing collection, timeliness, significance of the subject, format and price. 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. It is not possible to read, view, listen, and analyze every item before it is added to the library's collection. Selection of materials is accomplished in a variety of ways. Extensive use is made of reviews in professional and other journals. Recommendations by staff and residents of the community are seriously considered.

Library Collection Gifts

The Library welcomes gifts to the collection, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the Library. Such material may be added to the collection provided that it meets the Library's standard of selection or cataloging.

When donated material is added to the Library's collection, the classification and display of the material is solely at the discretion of the Library Staff. The donor may not restrict access to, nor use of donated materials.

Materials purchased with memorial funds and materials presented as memorials must meet the same criteria as purchased materials. Memorials may be acknowledged and marked with an appropriate bookplate. Material not added to the collection or withdrawn will not be returned to the donor.

Receipts for donated materials are available upon request, but the Library will not appraise the value of the donation, suggest a value, provide an appraisal service, nor recommend professional appraisers.

Withdrawal of Materials

As materials are regularly added to the collection, ongoing maintenance is necessary to ensure the collections are maintained in good condition with relevant and up to date information. Part of maintaining the collections is performing regular weeding. Weeding is a vital process for an active collection because it ensures the collection stays current, relevant, and in good condition. Staff will perform weeding on a continual on-going basis.

Suitable withdrawn and donated materials will be donated to another library, to school districts or to the Friends of the Chatham Area Public Library District to sell.

Interlibrary Loan

Interlibrary loan (ILL) is the process by which a library requests materials from, or supplies materials to, another library. Through interlibrary loan, patrons may request materials from other libraries in Illinois and from other libraries that participate in the SHARE automated consortium through the Illinois Heartland Library System. The requested materials are sent to the Chatham Area Public Library, where the patron may check the items out (or use them in the library, if so stipulated by the owning library).

For those items that are outside of the SHARE automated consortium of libraries, the Chatham Area Public Library will request materials that are located within Illinois and beyond through OCLC. This OCLC Inter-Library Loan service is reserved for Chatham Area Public Library cardholders.

The Library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The Library exhausts local resources first, including its own collection and those from libraries in SHARE, before requesting items from libraries out of the system.

The Chatham Area Public Library endorses the Illinet Interlibrary Loan Code, the American Library Association Interlibrary Loan Code for the United States, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. It also follows the policy guidance from the Illinois Heartland Library System, the SHARE automated consortium and OCLC.

Request for Reconsideration

The Chatham Area Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children rests with their parents or legal guardians. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict the use of materials by others.

A request to remove library materials creates complex legal and ethical questions for both the library and the community. Consequently, this issue is taken very seriously by the Library. To initiate a request, a Request for Reconsideration form, (APPENDIX D) which is located at each Library service desk, should be filled out completely and given to the Library Director. Upon receipt of a completed "Request for Reconsideration of Library Material" form, a committee consisting of the Library Director, a Library Staff member and a Library Trustee will be formed to evaluate the patron's concern. The committee will make a recommendation concerning the complaint to the Board of Trustees. The Board will make the final decision as to the retention, elimination, or relocation of the material and promptly notify the individual making the formal complaint of the board's decision.

Policy Revision

This policy will be reviewed by the Library Board of Trustees every two years pursuant to 75 ILCS 16/30-60, Selection and Use of Library Materials.

LEGAL REF.:	75 ILCS 16/30-60
CROSS REF.:	2-70, 4-20, 5-40, 5-70
ADOPTED:	MARCH 20, 2000
AMENDED:	JUNE 15, 2009
AMENDED:	March 15, 2021

APPENDIX A:

American Library Association Bill of Rights

The Chatham Area Public Library subscribes to the *American Library Association Bill of Rights* which is as follows:

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

1. 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.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

APPENDIX B:

American Library Association Freedom to Read Statement

The Chatham Area Public Library District subscribes to the *American Library Association Freedom to Read Statement* which follows:

American Library Association 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 which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of 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 book the prejudgment of a label characterizing the book or the 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 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.

APPENDIX C:

American Library Association Freedom to View Statement

The Chatham Area Public Library District subscribes to the *American Library Association Freedom to View Statement* which follows.

American Library Association 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 to the Constitution of the United States. In a free society, there is no place for censorship in any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible 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 guarantee 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 expression. Selection of a work does not constitute or imply agreement with or approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the 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.

APPENDIX D:

Request for Reconsideration Form

Type of Material (select one):		
<input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> Sound Recording <input type="checkbox"/> Audiobook <input type="checkbox"/> Movie/Video		
<input type="checkbox"/> Other (please specify):		
Title:		
Author:		
Publisher:		
Date of Publication / Production:		
Request Initiated by:		
Name:		
Address:		
City:		
Telephone:		
Email:		
Do you represent? (select one):		
<input type="checkbox"/> Yourself	Do you live within the boundaries of the Chatham Area Public Library District?	
<input type="checkbox"/> An Organization (name):		<input type="checkbox"/> Yes
<input type="checkbox"/> Other group (name):		<input type="checkbox"/> No

To what in the work do you object? Please be specific.

Did you read / listen to the whole work? (select one)

Yes No

If not, why not?

What parts did you read/listen to/view?

What do you believe is the theme of the work?

Please read the attached library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The library supports the principles set forth in these documents. Do you feel your request is in conflict with these documents?

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If yes or no, why?

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What would you like the library to do about this work?

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Signature:

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Date:

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