



Collection Development Policy

Serving an ever-changing community, the Fox River Grove Memorial Library provides materials and services to help our community obtain information for their educational, recreational, professional, personal, and reference needs. The Library also maintains close contact with the school community in providing services and activities for the student population.

Description of Service Community

The Library serves the town of Fox River Grove, Illinois. The majority of residents are Caucasian. While the community includes 5,545 residents, the library district includes 4,235 patrons. The population of Fox River Grove includes a small-but-growing number of recent immigrants; 16% of the population speaks a language other than English in the home. The majority of residents (74.5%) are over 18 and over 92% have earned a high school diploma; 26% of the population 25 years and older have also earned a Bachelor's degree or higher. Though the average income in the community is around \$78,000, 7.2% of the population lives below poverty level.¹

Borrowing Privileges

Though it is a public institution, the Library is also a tax-supported library district. Residents and owners of taxable property within the District are eligible for library cards permitting full use of the library.

In addition to residents of the library district, the Library acknowledges its service to patrons including reciprocal borrowers, non-residents, and business owners who do not otherwise reside within the boundaries of the library district.

Borrowing Limitations

Library cards will not be issued to persons not yet 5 years of age.

Consortial Obligations

FRGML is under no obligation to collect physical materials for users beyond the library district since the dissolution of the North Suburban Library System (NSLS) in May 2010. However, there is an understanding that material within the collection can benefit other libraries and their patrons as it is requested through interlibrary loan.

¹ Information taken from the US Census Bureau statistics for 2010 (<http://factfinder.census.gov/>)

Interlibrary Loan (ILL)

Most print material, audio, and video recordings owned by the Library for more than six months will be sent through interlibrary loan as requested. Most other formats will not be sent through ILL.

In some instances, Library staff may consider not loaning a typically approved item through ILL because the material is at risk of damage. In the event that a staff member believes that other typically approved items are not suitable for ILL, the matter will be discussed with the Director. The final decision regarding an item's ILL status lies with the Director.

The Collection

The Fox River Grove Memorial Library, in accordance with its mission statement, is a popular materials library. While every effort is made to maintain a collection of resources that are capable of introducing a number of subjects and support the general information needs of library users, the focus of the collection is to provide contemporary materials in the areas of fiction, non-fiction, audiovisual offerings, and non-traditional collections suitable to our patrons' needs.

Goals

The Library's primary collection goal is to support its mission and the roles it serves in the community by:

- providing popular and reference materials that assist in meeting the information needs of the user community and
- establishing a collection that promotes the freedom to read and reflects diversity.

Although Fox River Grove itself may be a largely homogeneous community, the Library encourages selection of materials that reflect the diversity of the nation as a whole. We embrace the guidance from the American Library Association (ALA) and its subdivision Association for Library Service to Children (ALSC) on the importance of diversity, especially in children's literature:

Books and other print and digital media convey to children how the world perceives people who are like them as well as people who are different. By the time they are toddlers, children have begun to develop a sense of self that is informed by the world around them (Hughes Hassell and Cox 2010). Children's materials that accurately portray diversity in multiple languages and cultures can have a positive influence on a child's self-image and help him or her build bridges of cultural understanding. All children want to see images that reflect themselves and encounter stories in their native language and within the context of their personal cultures. Diverse, culturally authentic materials in library collections allow all children to meet people like themselves and develop an appreciation for the beauty of their culture and the cultures of others.²

² "The Importance of Diversity in Library Programs and Material Collections for Children." Written for the Association for Library Service to Children by Jamie Campbell Naidoo, PhD.

Formats

The Library primarily collects material in these formats: print (including books, newspapers, and magazines), audio recordings (CDs and audiobooks), video recordings (DVDs), and video games.

The Library also offers access to electronic books (both audio and eBooks) and digital magazines. These subscriptions are possible through a variety of group purchasing agreements, and availability is subject to change. The materials available through these subscriptions are not managed by the library.

The Library has a growing number of non-traditional collections available for circulation. Like many libraries with a popular materials focus, having a “Library of Things” allows patrons to try new technology (i.e., WiFi hotspots), access just-in-time needs (i.e., umbrellas), or engage in educational endeavors (i.e., STEM kits). Experimental collections should ideally first be purchased with grant dollars to ensure viability before adding to the permanent collection funded with levied dollars.

Additionally, Fox River Grove Consolidated School District 3 provides the Library with an annually updated reference collection of textbooks for students in grades 3-8.

Language

Most materials are collected in English. The Youth Services department has a small Spanish-language collection. Most video recordings in DVD format can be viewed in English, Spanish, and French.

Restrictions

With regard to industry rating systems for motion pictures and video games, the Library does not collect video games with a rating above “T(een)”; there is no collection restriction based on motion picture ratings.

Selectors & Selection

The Library sets as its major goals in materials selection: the advancement of knowledge, the education and enlightenment of the people of the district, the provision of recreational reading, and the development of multimedia resources.

The Director shall bear ultimate responsibility for the selection of materials in all formats. Staff will share in the process of selecting materials as delegated by the Director. Selectors of materials for youth should seek professional development opportunities to enhance understanding of age-appropriate information needs for children from birth to adolescence.

Library materials, in all formats, are selected on the basis of the following criteria:

- Reputation of the author, artist, or production company

http://www.ala.org/alsc/sites/ala.org.alsc/files/content/ALSCwhitepaper_importance%20of%20diversity_with%20graphics_FINAL.pdf

- Importance of the subject matter to the collection
- Timeliness or permanence of the material
- Authority
- Reputation and standing of the publisher or distributor
- Relevance to School District 3 curriculum
- Availability of the material from other sources
- Price

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used.

Material need not be newly published if its selection would fill a gap in the current collection; however, material should be no more than ten years old and should be reviewed in a manner similar to that of newly published material.

As a general rule, material will not be purchased in duplicate.

Selection of all materials shall be made on the basis of their interest and informative value to the whole community.

Budget permitting, the Library will attempt to honor an individual request from a patron for a title if the request conforms to the guidelines outlined in this policy. Purchase suggestions may be made in person or through the Library's online catalog.

Because the community is a conglomerate of individuals, individual needs will be considered in conjunction with the rest of the community. No material shall be excluded because of the race, nationality, or political or social beliefs of its creator.

Serials

Serials (magazines and newspapers) are collected in print and digital formats. In addition to the aforementioned selection criteria, serial resources will also be subject to the following criteria:

- Local interest (expressed through circulation statistics)
- Novelty of information with regard to other available materials

Back issues of magazines will be held for at least one full year from the date of the most current issue and longer (up to three years) as space allows. Back issues of newspapers will be held for approximately one week from the date of the most current issue.

Digital magazines are available through a consortial subscription. These items are not selected by the Library, nor does the Library control the back issue holdings of digital magazines.

Gifts

The Library welcomes gifts of material. The full Gifts and Donations policy is available on the Library website.

Deselection & Discards

The Library is not a library of historical record except in the area of local history. To ensure a vital collection of continued value to the community, books and other materials that have outlived their usefulness are withdrawn. The Library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.

Materials which are removed from the library collection may be made available for public purchase at book sales.

Materials that are not purchased at book sales will be donated to charitable programs like but not limited to Environmental Defenders of McHenry County, Bernie's Book Bank, and Better World Books. Library material that is purchased with public funds will not be recycled or thrown away unless its condition puts that material beyond use.

Intellectual Freedom

The Board of Trustees of the Fox River Grove Memorial Library accepts and endorses the Library Bill of Rights and the Freedom to Read statement of the American Library Association.

Selection of all materials shall be made on the basis of their interest and informative value to the whole community. Because the community is a conglomerate of individuals, each individual's needs will be considered in conjunction with the majority of the community. No material shall be excluded because of the race, nationality, or political or social beliefs of its creator. Censorship must be exercised by the patron for her/himself alone. The Director and the Board cannot restrict the freedom of selection of the patron, and neither can the patron restrict the freedom of selection of other patrons. No material shall be removed from free circulation except by order of a court of competent jurisprudence. This statement refers to problems of censorship, not to the normal and accepted practice of weeding the collection.

Responsibility for borrowing of children/youth rests with their parents and legal guardians. Selection will not be inhibited by the possibility that mature material may inadvertently come into the possession of children.

Request for reconsideration of materials will be dealt with as follows:

1. Patron will be asked to fill out the Request for Reconsideration of Library Resources form.
2. A staff committee will review the material.
3. The Director will respond to the patron in writing.

4. The Board of Trustees will review the request if the patron is not satisfied.
5. The Secretary of the Board of Trustees will respond to the patron in writing.
6. When necessary, a Board member will be selected to be spokesperson to the media.
7. The Director will maintain a file of all requests according to Records Retention rules.

Preservation Goals

Though the Fox River Grove Memorial Library is primarily a popular materials library, the Library does acknowledge its role in preserving local history. The Library maintains a selective – not complete – collection of materials that document the history of Fox River Grove, Illinois. This collection includes photographs, newspaper clippings, yearbooks, realia, and material published by local authors. The Library works with local residents who are experts in Fox River Grove history to select materials for this collection.

Revision and Approval of Collection Development Policy

The collection development policy for the Fox River Grove Memorial Library is written and maintained by the librarians on staff, specifically the Director, the Adult Services Librarian, and Youth Services Manager. This policy is to be reviewed every two years and revised as necessary. Final approval of any policy, including the collection development policy, lies with the Board of Trustees.

Request for Reconsideration of Library Resources³

The Board of Trustees of the Fox River Grove Memorial Library has delegated the responsibility for selection and evaluation of library/educational resources to the Director of the Library and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return this completed form to:

Nicole Steeves, Director
Fox River Grove Memorial Library
407 Lincoln Avenue
Fox River Grove, IL 60021

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you represent yourself or an organization? _____

Resource on which you are commenting:

___ Book ___ Textbook ___ Video ___ Display ___ Magazine

___ Library Program ___ Audio Recording ___ Newspaper

___ Electronic information/network (please specify) _____

___ Other (please specify)

Title

Author/Producer

Have you examined the entire resource? ___ Yes ___ No

Please answer the following questions as thoroughly as possible. Use the back of this form and/or additional sheets as necessary.

1. What brought this resource to your attention?
2. What concerns you about the resource?
3. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

³ This form is based on the sample provided by the ALA Intellectual Freedom Committee (<http://www.ala.org/bbooks/challengedmaterials/support/samplereconsideration>).