

## Collection Development Policy

Serving an ever-changing community, the Fox River Grove Memorial Library (FRGML) provides materials and services to help our community obtain information for their educational, recreational, professional, personal, and reference needs. The Library's vision is to help the community realize its full potential as their go-to, inclusive resource, and its mission is to enrich lives through universal accessibility to knowledge, lifelong learning, and literacy.

### Description of Service Community

The Library district includes 3,973 patrons and serves the village of Fox River Grove, Illinois, which has 4,702 residents. The majority of village residents are Caucasian, and the community includes a small-but-growing number of recent immigrants; 17.3% of the population speaks a language other than English in the home. The majority of residents (77.7%) are over 18, 95.2% of whom have earned a high school diploma. Additionally, 43.8% of the population 25 years and older have also earned a Bachelor's degree or higher. The average income in the community is around \$126,008, and 1.8% of the population lives below poverty level.<sup>1</sup>

### 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 or checked out through reciprocal borrowing. The Library also engages in digital resource sharing with electronic consortia when possible.

### The Collection

FRGML is a popular materials library. While every effort is made to maintain a collection of resources covering 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, nonfiction, 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.

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<sup>1</sup> Information taken from the US Census Bureau statistics for 2020: <http://data.census.gov>

Although Fox River Grove itself may be a largely homogeneous community, the Library encourages selection of materials that reflect the diversity of the nation and the world. The Library embraces 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.<sup>2</sup>

## Formats

The Library collects physical materials in these formats: print (including books, newspapers, and magazines), audiovisual (including DVDs and PlayAway tablets), and a growing number of non-traditional items. Like many libraries with a popular materials focus, having a "Library of Things" allows patrons to try new technology (e.g., wifi hotspots), access timely needs (e.g., snow and ice scrapers, umbrellas, fishing poles), or engage in educational endeavors (e.g., STEM, literacy, and sensory kits; board games). When possible, experimental collections should ideally be initially 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 5-8.

The Library also offers digital materials. These subscriptions are possible through a variety of group purchasing agreements, and availability of items is subject to change. Materials available through digital platforms are not selected by the Library, but where opportunities exist, FRGML will offer greater access to its patrons.

## Language

The majority of FRGML's materials are collected in English. The Youth Services department has a small but growing world languages print collection. Most video recordings on DVD can be viewed with audio in English, Spanish, and French, and sometimes additional options.

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<sup>2</sup> "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.  
[http://www.ala.org/alsc/sites/ala.org.alsc/files/content/ALSCwhitepaper\\_importance%20of%20diversity\\_with%20graphics\\_FINAL.pdf](http://www.ala.org/alsc/sites/ala.org.alsc/files/content/ALSCwhitepaper_importance%20of%20diversity_with%20graphics_FINAL.pdf)

## Selectors & Selection

The Library sets as its major goals in materials selection: the advancement of knowledge, the education and enlightenment of the community, the provision of recreational reading and entertainment, the promotion of equality and justice, and the development of multimedia resources.

The Director shall bear ultimate responsibility for the selection of materials in all formats. Staff share in the process of selecting materials as delegated by management.

Selectors of materials for youth should seek professional development opportunities to enhance understanding of age-appropriate information needs for children from birth to adolescence. Selectors of all materials for all ages should seek professional development in equity, diversity, and inclusion (EDI).

Library materials, in all formats, are selected using the following criteria:

- Reputation of the author, artist, or production company
- Reputation and standing of the publisher or distributor
- Importance of the subject matter to the collection
- Service to the various interests, needs, and requests of patrons
- Timeliness or permanence of the material
- Authority of content
- Relevance to School District 3 curriculum
- Representation of the broad range of human experience
- Cost to obtain and maintain
- Availability of the material from other sources

Primary sources for materials selection are reviews in professionally recognized periodicals, standard bibliographies, book lists by recognized authorities, bestseller lists, and the advice of competent people in specific subject areas.

Materials need not be newly published if its selection would fill a gap in the current collection and can meet selection criteria applicable to newly published material.

Materials are generally not purchased in duplicate for our collections.

Selection of all materials shall be made based on their interest and informative value to the whole community. Because the community is a conglomerate of individuals, individual needs will be considered in conjunction with the rest of the 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, over the phone, via email, or through the Library's online account system.

## Serials

Limited serials (magazines and newspapers) are collected in print format and are retained only as space allows. Digital magazines are available through a consortial subscription. Items in the latter are not selected by the Library, nor does the Library control their holdings.

## Gifts

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

## Preservation Goals

Though FRGML 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, realia, and material published by local authors. The Library collaborates with experts in Fox River Grove and local history to select materials for this collection.

## 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 that promote equity, diversity, and inclusion (EDI) should stay in the collection for as long as is practicable.

Materials that are removed from the Library collection may be made available for public purchase at the Library and book sale events. Materials that are not purchased at the Library or book sales will be donated to charitable programs. Materials may also be donated to Little Free Libraries around town.

## Intellectual Freedom

In furtherance of and in conformance with Public Act 103-100, the Board of Trustees of the Fox River Grove Public Library District accepts, adopts, and endorses the American Library Association's Library Bill of Rights,<sup>3</sup> Freedom to Read statement,<sup>4</sup> Freedom to

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<sup>3</sup> Library Bill of Rights, adopted June 19, 1939 by the ALA Council, last amended January 29, 2019.

<https://www.ala.org/advocacy/intfreedom/librarybill>

<sup>4</sup> Freedom to Read statement, originally issued May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, adopted June 25, 1953 by the ALA Council and the Association of American Publishers Freedom to Read Committee, last amended June 30, 2004.

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

View Statement,<sup>5</sup> and Code of Ethics.<sup>6</sup> No material shall be excluded solely on subject matter or because of the race, nationality, or political, religious, or ideological beliefs of its creator. Censorship must be exercised by the patron alone. The Director and the Board cannot restrict the freedom of selection of the patron, nor can the patron restrict the freedom of selection of other patrons. Laws governing obscenity, subversive material, and other questionable matter are subject to interpretation by courts.

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 resources procedures:

1. A Fox River Grove Memorial Library cardholder in good standing will be provided with a complimentary copy of this Collection Development Policy and the Request for Reconsideration of Library Resources form.
2. The patron submits a completed Request for Reconsideration of Library Resources form to the Library Director. In accordance with the determination outlined in FOIA Request for Review 2022 PAC 73112, the personal and private information on these forms will remain confidential and will be redacted from any copies of the forms shared with the Board of Trustees and released to the public.
3. The completed form and resource in question will be reviewed by a staff committee, and the Library Director will respond to the patron in writing.
4. If the patron is not satisfied with the action taken, they may request additional review by the Board of Trustees by contacting the Library Director. The Board will review the completed form, the resource in question, and the staff committee findings, and the Secretary of the Board of Trustees will respond to the patron in writing. The decision of the Board of Trustees shall be final. No Request for Reconsideration will be considered for 24 months following a Board decision on the same resource.
5. When necessary, a Board member will be selected to be spokesperson to the media.
6. The Library Director will maintain a file of all requests according to Records Retention.

### **Revision and Approval of Collection Development Policy**

The Collection Development Policy for the Fox River Grove Memorial Library is written and maintained by management. This policy is to be reviewed at minimum every two years and revised as necessary. Final approval of any policy, including the Collection Development Policy, lies with the Board of Trustees.

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<sup>5</sup> Freedom to View statement was originally drafted by the Freedom to View Committee of the American Film and Video Association and was adopted by the Board of Directors in February 1979, updated and approved in 1989, and endorsed January 10, 1990 by the ALA Council.

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

<sup>6</sup> Code of Ethics adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

<https://www.ala.org/tools/ethics>



## Request for Reconsideration of Library Resources<sup>7</sup>

The Board of Trustees of the Fox River Grove Memorial Library has delegated the responsibility for selection and evaluation of library resources to the Director of the Library and has established reconsideration procedures to address concerns about those resources. Please read the Library's Collection Development Policy. If you wish to request reconsideration of library resources, complete the following form in its entirety and return to:

Elaina Komala, Library Director  
Fox River Grove Memorial Library  
407 Lincoln Avenue  
Fox River Grove, IL 60021

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Fox River Grove Memorial Library card number \_\_\_\_\_

Whom do you represent?  self  organization: \_\_\_\_\_

Resource on which you are commenting:

Book  Textbook  Display  Magazine  Newspaper

Library Program  Audio Recording  Video Recording

Electronic/online material (please specify): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

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

<sup>7</sup> This form is in part based on the sample provided by the ALA Office for Intellectual Freedom (<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/sampleforms>).

Author/Performer/Publisher/Producer: \_\_\_\_\_

Have you read, listened to, or viewed the entire resource? \_\_\_\_ Yes \_\_\_\_ No

Please answer the following questions as thoroughly as possible. Use additional pages as necessary.

1. What brought this resource to your attention?
2. What concerns you about this resource? Please be specific: list pages, sections, tracks, scenes, verses, etc.
3. What do you feel might be the result of reading, listening to, or viewing this resource?
4. For what age group would you recommend this resource?
5. Is there anything good about this resource?
6. What action would you like the Library to take regarding this resource?
7. What do you recommend in place of this resource to convey as valuable a picture, perspective, and treatment of the subject presented?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your request will receive a response in writing following a committee review.