

**FRANKLIN PARK PUBLIC LIBRARY DISTRICT
COLLECTION DEVELOPMENT POLICY**

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FRANKLIN PARK PUBLIC LIBRARY DISTRICT COLLECTION DEVELOPMENT POLICY

Purpose

The Franklin Park Public Library Collection Development Policy documents for both library staff and library users the policies that guide materials selection, collection maintenance, and deselection of library materials. The Library is committed to serving the needs and interests of its user community. The Library also acknowledges that those needs and interests may change and evolve over time. The policies and procedures presented here will be re-evaluated on an ongoing basis and will undergo changes as necessary to enable the Library to continue to fulfill its user community's needs and expectations.

Library Description

The Franklin Park Public Library District is a member of Reaching Across Illinois Library System (RAILS) and the Library Integrated Network Consortium (LINC), a consortium of nine libraries within RAILS. The Library serves the educational, informational, and recreational needs of Franklin Park's diverse community of 18,333 inhabitants. The Library is charged with the additional duty of collecting and preserving local history. The Library is a separate government taxing unit from the Village of Franklin Park. The Library is governed by a Board of Trustees, comprised of seven members who are elected to office by the residents of the Library District.

Library Mission Statement

The mission of the Franklin Park Public Library District is to maintain and improve the quality of life for people of the community by providing multi-faceted access to educational and recreational information while promoting the value of the Library and its services.

Adopted January 6, 2009

Goals of the Franklin Park Public Library

- A. The operation of the Library shall be conducted in a fiscally responsible manner.
- B. The Library shall be responsible for the collection, preservation, and dissemination of local history information and material, as recognized by Village of Franklin Park Resolution 7980 R22 of August 13, 1979.
- C. The Library shall assess the needs of the community, both residential and business, and shall furnish materials to meet those needs.
- D. Library services shall be rendered on a strictly impartial basis to all patrons by a well-trained, well-organized, professional and supportive Staff.
- E. The Library shall foster cooperation with all relevant local, state, and federal agencies and organizations.

Adopted May 22, 1985

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The Library Bill of Rights

The Library endorses the American Library Association's *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill>).

Freedom to Read and Freedom to View

The Library endorses the American Library Association's *Freedom to Read* (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>) and *Freedom to View* (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>) statements.

Objectives of the Collection

The Board of Trustees of the Franklin Park Public Library District recognizes that the Library was created to serve and provide materials to all of the people of our District regardless of age, gender, race, religion, national origin, or political or social views. The collection is intended to provide access to information and materials in various formats to serve the needs and anticipated needs of the community, within the limitations of space and budget.

Responsibility for Selection

The Board of Directors of the Franklin Park Public Library District delegates to the Executive Director the responsibility for selection of library materials. The Executive Director, in turn, delegates selection responsibility to various qualified staff members.

Method of Materials Selection

1. Professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials and lists of recommended titles are the tools used for selection.

Standard review sources include but are not limited to the following: *Booklist*, *Library Journal*, *Publishers Weekly*, and *School Library Journal*.

2. All purchase requests from patrons will be considered. If there is enough demand or interest in a title, it may be purchased even if it has been unfavorably reviewed.

Selection Criteria

General Guidelines

Librarians apply their professional judgment and experience in selecting material according to the following list of criteria. All criteria do not apply to each item. Materials are judged as a whole rather than on isolated passages.

Examples of criteria:

- Relevance to local interests and needs
- Suitability of subject and style for intended audience
- Historical significance
- Relation to existing collection

Adopted 5/22/85 Rev. 4/9/96, 6/5/07, 7/8/14

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- Reputation and/or significance of the author/artist and publisher/producer
- Authority, competence, and purpose of the author/artist
- Attention of critics, reviewers, and the public
- Comprehensiveness and depth of treatment
- Objectivity
- Clarity, accuracy, logic of presentation, and/or ease of use
- Artistic presentation
- Vitality, readability, or ability to sustain interest
- Value of resource in relation to its cost

Material legally defined by law as pornography is excluded from the collection. However, works that present an aspect of life honestly are not necessarily excluded because of frankness of expression.

Digital Resources

All of the foregoing criteria relevant to the selection of materials in traditional formats apply to digital resources as well. However, because machine-readable formats require nontraditional means of acquisition, storage, and access, some additional criteria must be considered:

- Ease of access and number of access points
- Hardware and software requirements
- Vendor support and contractual requirements
- Staff training requirements

Collection Description

Adult Fiction

The adult fiction collection provides books primarily in the English language for the wide range of interests of the general reading public, including classics of literature, popular best sellers, critically acclaimed first time authors, graphic novels, and genre fiction (romance, historical fiction, mystery, science fiction, horror, western, and so on).

Adult Nonfiction

The adult nonfiction collection provides books primarily in the English language for the wide range of interests of the general reading public, including classics in various fields and popular works and bestsellers in various fields. Books in this collection also support the research and study projects of students in grades nine and above. Textbooks are not purchased for this collection unless they are deemed the best or only work available to represent a particular subject. Some titles are in-house use only.

Young Adult Fiction

The Young Adult (YA) fiction collection is comprised of titles selected specifically to meet the educational and recreational needs of teens. The fiction collection consists primarily of young adult novels, graphic novels, and genre literature covering areas such as mystery, sports, science fiction, fantasy, adventure, humor, historical fiction, and romance. Special consideration is given to award-winning YA fiction.

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Young Adult Nonfiction

The Young Adult (YA) nonfiction collection is comprised of titles selected specifically to meet the informational, educational, and recreational needs of teens.

Young Adult Sound Recordings: Spoken Word

The spoken word CD collection consists primarily of fiction titles.

Children's Fiction

The children's fiction collection is comprised of titles meeting the recreational and educational needs of children preschool age and older. Books include classics of children's literature, graphic novels and genre fiction (mystery, sports, science fiction, fantasy, adventure, humor, and so on). Special consideration is given to award-winning children's fiction.

Children's Nonfiction

The children's nonfiction collection is comprised of titles meeting the recreational, informational, and educational needs of children preschool age and older.

Children's Reference

The Reference collection is comprised of titles that assist children in responding to classroom assignments and other informational needs.

Children' Sound Recordings: Music

The music sound recording collection includes CDs with appeal for infants through preteens. This collection includes, but is not limited to, nursery rhymes, popular children's music, and holiday music.

Children's Sound Recordings: Spoken Word

The spoken word CD collection consists primarily of fiction titles.

Special Collections

Periodicals

The Library acquires and maintains a periodical collection to meet the informational, educational, and recreational needs of individuals of all ages. The collection includes popular titles in a broad range of subject areas.

Digital Resources

The Library's digital resources are intended to serve individuals of all ages by meeting a wide range of academic, entertainment, and informational needs as well as promoting lifelong learning. The collection includes eBooks, eAudiobooks, and eMagazines as well as audiovisual content from various providers. While some digital collection selection is handled at a consortial level, local selection and deselection of digital resources falls under the same criteria as print resources.

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Literacy

The Library maintains a small collection of literacy materials for adults who are speakers of a foreign language or who are learning to read. This collection is comprised of language exercise books, writing composition books, TOEFL test preparation guides, and more. This collection is maintained as a separate browsing collection for the convenience of library patrons.

Foreign Language Collections: Adult

The Library maintains a small collection of Spanish and Polish language materials. Each collection consists of popular fiction and nonfiction books and audiobooks and is intended for the educational and recreational needs of patrons fluent in the languages represented. The Spanish language collection also contains some periodicals. These collections are maintained as separate browsing collections for the convenience of library patrons.

Foreign Language Collections: Children

The Library maintains a small collection of Spanish and Polish language materials to meet the recreational and educational needs of children preschool age and older who are fluent in the languages represented. Each collection consists of popular fiction and nonfiction books. These collections are maintained as separate browsing collections within the children's area.

College/Career

The college/career collection supports the needs of students and job seekers of all ages through books about test preparation, higher education, career options, resume writing, and job search skills. This collection is maintained as a separate browsing collection for the convenience of Library patrons.

DVD Collection

The movie collection contains adult and juvenile feature titles, informational titles, and documentary titles in DVD format. The collection consists of a varied selection of feature films - including current releases, classic films, and foreign films. Informational and documentary titles include such popular subjects as travel, sports, exercise, parenting, cooking, home repair, biography, history, and the arts.

Sound Recordings: Music

The music sound recording collection includes CDs covering a wide variety of music, including but not limited to, pop, rock, R&B, hip hop, rap, reggae, world, classical, country, show tunes, and holiday.

Sound Recordings: Spoken Word

The spoken word CD collection consists of both fiction and nonfiction titles. The fiction selections include contemporary and classical fiction with an emphasis on contemporary works. Works of best selling authors are represented primarily in unabridged versions. The nonfiction collection covers a range of subject areas including best sellers.

Local History Collection

The Local History collection is comprised of print and nonprint materials relating to the history of Franklin Park and the surrounding area. The public has access to these materials in the Local History Room. This collection is governed by The Local History Collection Policy (Appendix A).

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Gifts

Materials

The Franklin Park Public Library District accepts donations. All donations become property of the Library. Donors must understand that items will be added to the collection only if they are needed and only if they meet the same selection criteria applied to regular purchases.

The Library accepts:

- Hardcover and paperback books in good condition
- DVDs in their cases
- Audiobooks on CD in their cases or packaging
- CDs in their cases

The Library does not accept:

- Any materials that are must-smelling, dusty, dirt, water damaged, highlighted, or stained
- Encyclopedias
- Magazines
- Textbooks older than 3 years
- Cassettes or record albums
- Computers, printers, or software

A receipt will be given at the time of donation if requested. This receipt will list only the number and type of items donated. The Library does not assign monetary value to donated items.

Monetary Gifts

The Franklin Park Public Library District accepts monetary gifts. If the purpose of the gift is unspecified, the Library will apply it where it deems it most needed. If the Library receives a monetary donation for the purchase of materials as a memorial or for other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Donors may select specific titles, subject to approval by the Executive Director. The selected title must meet the same selection criteria applied to regular purchases.

Weeding

The Collection Development Policy serves as a guide for weeding and maintaining the collection as well as for the selection of materials. Weeding aids in maintaining the collection by implementing standards of currency, usage, physical quality, and need. Recognizing that not every part of the collection can be evaluated by the same criteria, the following are general guidelines for withdrawing materials:

- Item is so worn and dirty as to discourage use
- Item is damaged beyond repair
- Item is superseded by a new edition or better work on the same subject

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- Item is outdated
- Item is not being used
- Item is inappropriate for the collection
- Item is readily available through other libraries

Evaluation and weeding of the collection are necessary to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials.

Reconsideration of Library Materials

The responsibility of the Library is to serve the interests and needs of the entire community. The materials in the collection reflect different viewpoints and include coverage of controversial subjects. The Franklin Park Public Library District does not promote particular beliefs or views. The selection of an item does not imply an endorsement of the author's viewpoint.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Materials" (Appendix B).

The Executive Director will review the written request, taking into consideration consistency with the Collection Development Policy and the patron's recommendations. The Executive Director will inform the patron in writing of the decision resulting from the review. The Executive Director will also inform the Board of Trustees of the request for reconsideration and the resulting decision.

If the patron is not satisfied with the decision of the Executive Director, he/she may submit a written request for final reconsideration by the Library Board of Trustees. The Board of Trustees will review the request and notify the patron of their decision in writing. Their decision is final.

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APPENDIX A: LOCAL HISTORY COLLECTION DEVELOPMENT POLICY

Mission Statement: The purpose of the Local History Collection is to collect, preserve, organize, and make available to the public, materials relating to the history and development of the Village of Franklin Park and the surrounding area. The Local History Collection is the official repository of the proceedings of the Village Board and maintains a record of the Board's minutes, and copies of all Village ordinances and regulations, in compliance with Resolution 7980 R22, adopted by the Franklin Park Village Board of Trustees on August 13, 1979. In addition to records provided by the Village of Franklin Park, the Collection houses historical documents relating to the Franklin Park Woman's Club, which helped establish the Library in 1899.

The goal of the Collection is to maintain the materials in trust for future generations; therefore, they can be examined in the Local History Room only.

Scope of the Collection

The Local History Collection is comprised of print and non-print materials, including, but not limited to biographies and other information on the early settlers of the area, oral histories, video recordings, DVDs, movies, artifacts, historical and contemporary photographs and maps, yearbooks from the local school districts, and bound issues, and in some cases, microfilm records, of local newspapers. Materials in the collection do not circulate due to either rarity or special local value.

The general policy of the Local History Collection will conform to the Collection Development Policy of the Franklin Park Public Library District.

Selection Criteria

Consideration for inclusion in the Collection will be based on the overall merit of the material and in its overall usefulness in understanding Franklin Park History. Local authors must demonstrate a strong tie to Franklin Park to be included in the Collection. Self-published books by local authors are generally not included.

Limitations of the Collection

The Local History Collection will not collect such items as are beyond its ability to store and/or such items as the designated staff person may deem unsuitable for a local history collection.

Donations and Gifts

The Local History Collection shall accept such donations of material as are acceptable within the preceding policies. These donations shall be treated as library materials when accepted and shall not be altered at any future date by the donor. A Statement of Gift shall be completed by the donor, which will describe the item(s) donated. A copy of the form is appended to this Policy.

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Weeding Materials

The Franklin Park Public Library District and the Local History Department reserve the right to re-evaluate items in the Local History Department with the purpose of determining the retention of said items in the Collection. The following factors are used in the decision to withdraw Local History materials: the value of the materials to the collection, limitations of space in the Local History Department, and the physical condition of the materials.

Acknowledgement

The Franklin Park Public Library District shall be acknowledged as the source of such information, photographs, etc., as may be used in any form of publication, whether in print or electronic.

Copyright

It is the responsibility of researchers to determine the owner of copyright on any material that they may use. For those materials which the library owns the copyright, permission must be obtained and credit listed before materials may be published by a third party.

Policy Review

The final authority regarding the Local History Collection rests with the Franklin Park Library District Board of Trustees. This policy is subject to review by the Library Director and the Board of Trustees, who must approve the policy.

Adopted 6/1994; Rev. 7/8/2014

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APPENDIX A: LOCAL HISTORY COLLECTION DEVELOPMENT POLICY

Statement of Gift

I own the materials described below and voluntarily donate them to the Franklin Park Public Library District to become its permanent property and to be administered in accordance with established policies. The purpose and intent of this gift is to permanently transfer and assign all rights, title, and interest I possess to these materials to the Library. The Library may use its discretion to dispose of material inappropriate for its collections.

Description of materials:

Signature of Donor or Agent

Library Representative

Date

Date

Donor Name: _____

Donor Address: _____

Donor Phone: _____

Adopted 6/1994; Rev. 7/8/2014

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APPENDIX B
Franklin Park Public Library District
Request for Reconsideration of Library Materials**

Title: _____

Author: _____ Publisher: _____

This is a: _____ book _____ audio book
 _____ magazine _____ video/DVD
 _____ compact disc _____ other: _____

Request initiated by (your name): _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Do you represent:

_____ yourself

_____ an organization (name): _____

_____ other group (name): _____

1. To what in the work do you object (please be specific; cite page numbers):

2. Did you read/view/listen to the entire work? _____ yes _____ no
If not, which parts have you read/viewed/listened to?

