



RESOURCES SELECTION POLICY

The Board of Trustees of Skokie Public Library has adopted the following resources selection policy to guide librarians and to inform the public about the principles upon which selections are made.

The Mission Statement and Core Values of Skokie Public Library guide the selection of materials as well as the development of services and the allocation of resources:

Mission: As a springboard for personal growth and community development, Skokie Public Library promotes discovery, enrichment, collaboration, and the exchange of ideas through a broad spectrum of resources and experiences.

Core Values: Community, Collaboration, Compassion, Curiosity

The library supports the individual's right to have access to ideas and information representing multiple points of view. The Board of Trustees of Skokie Public Library has adopted the American Library Association's LIBRARY BILL OF RIGHTS, THE FREEDOM TO READ and FREEDOM TO VIEW statements, attached herewith.

I. OBJECTIVES

The Skokie Public Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. Since no library can possibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. The library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest.

Other community resources and area library resources are considered in selecting materials. The library is part of LINKin, a lending partnership that gives cardholders direct access to the collections of multiple other libraries. Patrons may discover and request items on their own, even if a title is owned by Skokie Public Library but currently unavailable. The library also is a member of RAILS (Reaching Across Illinois Library System), a group of academic, school, special and public libraries throughout northern Illinois. Through interlibrary loan agreements, Skokie Public Library cardholders may obtain materials from these libraries as well as those in Chicago, throughout the state of Illinois, and the United States. Other information may be



obtained through electronic access of remote databases, including numerous specialized and technical resources. License agreements enable the library to make available a variety of downloadable and streaming digital resources via the library catalog. These resources are available only to Skokie Public Library cardholders.

New formats shall be considered for the circulating collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the library's ability to acquire, store, and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library's collections.

Selectors will exercise impartiality in materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection as expressed in Skokie Public Library's Resources Selection Policy and Collection Development Plan.

II. RESPONSIBILITY FOR SELECTION

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of policies determined by the Board of Library Trustees. The Director determines the budget, guidelines, and organizational structure for the staff who select resources. The Access Services Manager oversees and coordinates acquisitions and selection. Selectors, with input from other staff, choose appropriate materials for their collection areas, monitor circulation, weed to keep their areas current with need and demand, see that materials are in good physical condition, and spend their budget in a timely and organized manner.

III. METHODS FOR SELECTION

Selection is a discerning and interpretive process, involving: a general knowledge of the subject and its important literature; a familiarity with the materials in the collection; and a recognition of the needs of the community. Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages. Among standard criteria applied are: literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; soundness of the author's attitude and approach; cost; scarcity of material on the subject, community demand, and availability elsewhere. Quality and suitability of the format are also considered. Specific considerations for each area of the collection are noted in the Collection Development Plan.

Tools used in selection include professional journals, trade journals, online resources, publishers' promotional materials, and reviews from reputable sources. Purchase suggestions from patrons are welcome and are given serious consideration.



Materials are selected to meet the objectives of public library service. Because the public library serves a community embracing a wide range of ages, ethnic backgrounds, educational levels and interests, the library may fulfill a number of roles in the community.

The library does not attempt to replace curricula or formal education programs at any level, although a variety of complementary and supplementary resources are provided. Textbooks are may be acquired if they serve the general public by providing information on subjects where little or no material is available in any other form. However, materials of a highly specialized or technical nature, more appropriate for research or special libraries, are typically excluded from the collection. In selecting materials for the collection, librarians will consider general educational, commercial, cultural and civic enterprises of individuals and organizations within the community.

IV. WEEDING

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Plan serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

V. GIFTS AND DONATIONS

The library generally accepts the donation of books and other library material in good condition, but reserves the right to impose limits and operational guidelines to ensure such donations can be effectively managed. Select materials, such as those written by local authors, may be added in accordance with the guidelines detailed in the Collection Development Plan.

Gifts of funds are always welcome. In the case of money donated to purchase library materials, the donor may recommend an age level, broad subject area, or format. The library will attempt to honor the donor's wishes if the donor's recommendations are consistent with library policies, current needs, and available space.

Both donations and materials purchased with donated funds become a part of the library's collection and subject to the library's normal guidelines for weeding and disposal, in accordance with the library's Collection Development Plan and Finance Policy.

VI. RECONSIDERATION OF LIBRARY RESOURCES

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Skokie Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show



approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by patrons, but will be governed by this Resources Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials may be asked to put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question and the Access Services Manager. The committee will make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Library Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when s/he may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Skokie Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

Adopted by the Skokie Public Library Board of Library Trustees 2/21/90

Revised 5/10/00; 7/10/02; 3/10/04; 3/8/06; 2/13/08; 3/10/10; 3/21/12; 3/19/14; 3/16/16; 3/14/18; 3/11/20

