

1. Overview

a. Purpose of Policy

The primary goal of the Lake Bluff Library's collection is to meet the diverse informational and recreational needs of the Lake Bluff community. To help meet that goal, a collection development policy is written to establish standards and frameworks to guide the ongoing maintenance and development of the Library collection. These standards and frameworks are intended to be useful for Library patrons, the Board of Trustees, and the Library staff.

To ensure that the policy remains relevant and accurate, the Library Director and other appropriate Library personnel review the collection development policy annually. The Library Board of Trustees must approve new or updated versions of the collection development policy prior to implementation.

b. Mission Statement

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction.

c. Community Description

Lake Bluff, Illinois is a suburb approximately 30 miles north of Chicago. As of the 2010 U. S. Census, Lake Bluff had a population of 5,722 individuals. Lake Bluff is a small town that prides itself on being tightly knit, family-oriented, and service minded. The population is significantly above the national average in terms of average income (\$146,000) and highest level of education (82% of residents 25 and older have at least bachelor's degree). Both the percentage of retirees and the percentage of families with young children are also higher than the national average.

d. Library Description

The Lake Bluff Library was founded in 1919 by the Lake Bluff Women's Club as a memorial to the Lake Bluff veterans who served in World War I. Interlibrary Loan and digital resource access are the only Library services that are limited to community members.

Despite its size, the Library has strong usage and has seen increases in recent years. Since the 2011-2012 fiscal year annual circulation has ranged between 100,000 and

115,000. The 2017-2018 circulation total of 113,492 represents a 74% increase from the total of 65,171 in FY 05-06 just twelve years prior.

e. Parameters of the Collection

The Library currently houses approximately 50,000 physical materials and offers access to some 140,000 eMaterials. The existing collection includes physical materials for adults, teens, and children in a variety of genres. The following physical formats are collected as of June 1, 2018:

- Books (including fiction, non-fiction, graphic novels, large print, biography)
- CDs (including music CDs and audiobooks)
- Videos (including DVDs and Blu-rays)
- Video Games (in multiple current formats)
- Periodicals (magazines and newspapers)
- Book bags (circulating book bags are offered as a “green” alternative to plastic bags)

The following electronic formats or subscriptions are part of the Library’s digital collection as of June 1, 2018:

- eBooks (Overdrive, Hoopla, Tumble Books)
- eAudiobooks (Overdrive, Hoopla)
- Streaming videos (Overdrive, Kanopy, Hoopla)
- Downloadable magazines (RB Digital, Flipster)
- Downloadable music (Freemusic, Hoopla)
- Reference databases (Ancestry, a variety of EBSCOHost Research Databases, Chicago Consumer Checkbook)
- Online learning tools (Mango Languages, Lynda.com)
- Websites and relevant online materials.

The Library participates in the MyMediaMall consortium and shares access to some Overdrive titles. The Library is also part of the Overdrive Advantage program and purchases some Overdrive titles (eBooks, eAudiobooks, and streaming videos) for the exclusive use of Lake Bluff cardholders.

Because space in the Library building is limited, the physical collection is less retrospective and more reflective of current user needs and interests. Electronic materials are not constrained by physical space, and have the potential to address gaps in the Library’s physical collection and also meet more niche interests.

2. Selection

The Library Board of Trustees approves the Collection Development Policy and the materials budget as proposed by the Library Director. The Library Director is responsible for the implementation of the Collection Development Policy and the selection of

materials. The Director is assisted by professional librarians and other staff who have been trained in accepted principles of selection. No employee may be disciplined or dismissed for the selection of Library materials when the selection is made in good faith and in accordance with this policy (75 ILCS 16/30-60).

Collection managers are responsible for reviewing, evaluating, and selecting materials for the collection. This includes the addition of new titles as well as the replacement of damaged or missing items.

Materials are selected and evaluated based on the following criteria:

- Relevance to the educational, recreational, and informational interests and needs of the community;
- Current or potential demand;
- Local significance of the subject or author;
- Cost of the item and funds remaining in the collection budget;
- Availability of item for purchase;
- Reputation of the author, publisher, or producer;
- Suitability of format for Library circulation and use.

Collection managers use a variety of selection tools to evaluate materials for purchase, including professional review journals and reputable online sources.

Although the reputation of the author, publisher, or producer is considered as part of the selection process, this does not preclude the Library from acquiring self-published or independently published titles, particularly if the title happens to be of local interest or significance.

Materials for children and teenagers are subject to the same selection criteria, but have the additional goal of providing materials appropriate for a range of ages, learning styles, and developmental phases.

3. Patron Requests

Patrons may request that the Library purchase specific titles for the collection. Such requests are subject to the same selection criteria as other Library materials and are forwarded to the appropriate collection manager for review. Some purchase requests may be filled through Interlibrary Loan as appropriate.

4. Gifts

Gifted materials are subject to the same selection criteria as other Library items. The Library accepts gifts or donations of new or like new books and other Library materials with the understanding that the items may or may not be added to the Library collection at the discretion of the appropriate Library personnel. Donated items that are not added to the collection may be added to the Library's book sale shelves or sent to Better World

Books. Items of local historical interest may be given to the Lake Bluff History Museum or other local organizations.

The Library may accept restricted monetary donations for the purchase of items in a specific subject area or a specific title. Such donations are also subject to the same selection criteria. Memorial or honorary gifts will receive a special bookplate noting the name of the honoree.

Gifts are acknowledged promptly with a letter from the Library Director on behalf of the Board of Library Trustees. The letter will acknowledge that the specific gift or donation was given to a non-profit institution and that no goods or services were given in exchange for the gift. The Library does not provide valuations of gifts or donations for tax deduction or other purposes.

5. Collection Maintenance

In order to ensure the continuing relevance and overall quality of the collection, withdrawal or de-selection is conducted on an ongoing basis throughout the year. Collection managers are responsible for identifying materials to be withdrawn from the collection. Items are weeded based on the following criteria:

- Circulation statistics, including the last time the item circulated and overall frequency of use;
- Space in the existing collection;
- Relevance to existing community interests and needs;
- Poor condition or damage that impacts, or may prevent, usage;
- Obsolete, inaccurate, or misleading information;
- Availability of new editions or updated titles;
- Duplicate copies of titles with less demand;
- Availability through Interlibrary Loan;
- Subject coverage in the collection

Withdrawn materials are discarded depending on their condition, as well as any applicable laws. Discarded materials may be sold as part of the Library's ongoing book sale or sent to Better World Books or another used book retailer. Items of local historical interest may be given to the Lake Bluff History Museum.

The Library will make every effort to ensure that building conditions (including temperature, humidity, and lighting) are conducive to the general preservation and storage of materials. Shelving should have appropriate space to ensure the condition of materials.

6. Intellectual Freedom

The Library's collection is a community resource. It was created and developed to meet the unique needs of the Lake Bluff community. In order for the Library collection to

thrive, its materials must be freely accessible to all members of the community. Upholding intellectual freedom in the Library collection is essential to this mission.

The Library affirms and upholds the principles established in the *Freedom to Read* and *Freedom to View* statements and the American Library Association's *Library Bill of Rights*. The selection of new materials cannot be restricted because of the possibility that someone may find a title or topic objectionable. Similarly, an individual's right to access the materials in the Library collection cannot be restricted or revoked because of another person's definition of suitability.

Occasionally, an individual or group may question the inclusion of a particular item in the collection or its availability to Library patrons. The Library welcomes the opportunity to address concerns and encourages open dialogue on such matters. However, the Library is opposed to the removal or censorship of materials that meet the selection criteria for the collection as well as coercion to add or purchase items that do not meet selection criteria.

The Library's Youth Services staff is always happy to help parents, children, and teenagers find materials that are suitable for particular reading levels or developmental stages. However, neither the Library or nor the Youth Services staff is responsible for monitoring or policing the use of materials by children or teenagers. Parents and caregivers are responsible for enforcing any rules in regard to the checkout of materials.

Individuals or groups with concerns about a particular title in the Library collection may fill out a request for reconsideration form, which is available at the Library and on the website. This process is further addressed Library's policy manual, MNG-5 Reconsideration of Library Materials.