SSCHPL
Steger-South Chicago Heights Public Library

Collection Development Policy

I. Selection Philosophy

The goal of the material selection policy of the Steger-South Chicago Heights Library is to provide materials that meet the informational, recreational, educational and intellectual needs of the community. The Library will provide access to resources that balance viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. The Library considers the value of each item in its entirety and within the context of the collection. Using selection practices that are flexible and responsive to the changing needs of the community, the Library builds and maintains its collection for the general public while recognizing the need to serve the diverse populations of our community.

The Library is bound by the democratic principles expressed by the First Amendment to the U.S. Constitution and fully endorses the position of the American Library Association as expressed in the Library Bill of Rights, the Freedom to View Statement, and the Freedom to Read Statement. As the latter statement concludes:

“We believe...that what people read is deeply important; that ideas can be dangerous; but that suppression of ideas is fatal to democratic society. Freedom itself is a dangerous way of life, but it is ours.”

II. Selection Responsibility

Library Board Responsibilities:

It is the responsibility of the Steger-South Chicago Heights Public Library Board to formulate, establish, review and update the Collection Development Policy. The Board delegates to the Director responsibility for materials selected.

Library Staff Responsibilities:

In accordance with Illinois Library Law, the overall responsibility for collection development, including selection, ordering, maintaining and weeding of all library materials shall be delegated to the Library Director who operates within the framework of policies determined by the Board of Trustees.

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 written Collection Development Policy.

Although the staff exercises professional judgment in the selection of all materials, responsibility for the selection of materials for individual children and adolescents rests with their parents or legal guardians.

Finally, this policy is a tool for communicating to the public the criteria that is used by the Steger-South Chicago Heights Public Library for the selection and maintenance of the library's materials. The selection process for materials is as follows:

III. Selection Criteria

The general criteria considered in selecting materials include:

- Popularity of author/subject
- Issues of current interest
- Reviews in professional and other journals
- Authority of author/publisher
- Relevant to need and desires of the community
- Availability/Accessibility through the Library System
- Space considerations
- Budget Considerations
- Literary merit
- Representation of diverse points of view
- To build on existing strengths of the library's collection
- Suitability of format or physical form through user requests
- Patron use or demand
- Local historical significance to the community
- The Library will not maintain a college textbook collection
- The Library will not purchase legal, medical or technical materials not addressed to lay persons.

In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context. Library users and all staff are encouraged to suggest titles for purchase. All suggestions will be considered and a decision made based on the above criteria, balancing the obligation to meet demand with the obligation to exclude materials which do not meet selection criteria or are available from other sources at lower cost.

Non-Print Materials

The Steger-South Chicago Heights Public Library believes that non-print formats have a legitimate place in the public library. Non-print materials are subject to the same selection criteria as print materials.

Consistent with careful expenditure of public funds, the library purchases new non-print formats when warranted by community demand.

Interlibrary Loan

Economical use of materials selection funds requires that the interlibrary loan network be relied on to supply materials rarely used, or in special subject areas not covered in depth by the Steger-South Chicago Heights Public Library collection. The Library encourages requests for materials not in the collection. No charge is made for reserving materials, which are in circulation. Careful consideration is given to the purchase of requested material not held by the Library and the acquisition of several copies of titles for which requests accumulate. Emphasis is placed on adding to total area library resources rather than on duplicating materials available in school, academic or special libraries. If the Library does not purchase a requested title, the item may be available through the interlibrary loan network.

IV. Withdrawal Of Materials

The library is committed to maintaining a collection of vital and current materials and to effective use of space. To achieve these objectives, the Library withdraws materials that are dated, worn or are no longer in demand. The withdrawal of resources from the collection is an important process as selection. Some of the criteria for withdrawal are:

- To maintain the currency of the collection
- To eliminate resources no longer in demand
- To eliminate outdated formats
- To replace superseded editions of titles
- To address the lack of community interest
- To provide availability of newer or more valid materials

V. Gifts And Donations

The Steger-South Chicago Heights Library gratefully accepts gifts of books and other materials with the understanding that the materials become the property of the Library and are used as the Library deems appropriate. No conditional donations of materials are accepted.

Donated materials may be added to the Library collection; all such materials are subject to the selection guidelines stated above.

The library cannot price gift materials for income tax purposes. A letter acknowledging the gift is sent to donors at their request.

Patrons who donate cash for the purchase of materials, whether as a memorial or for another purpose, are welcome to designate any of the four general funds: Book, Building, Programming and Technology. The staff, in accordance with the policies and guidelines of the Library, makes selection of specific titles.

VI. Reconsideration Of Materials

Steger-South Chicago Heights Library believes in freedom of information for all and does not practice censorship. Serious works, which portray various aspects of life, are not excluded because of their frankness. The Library encourages the examination of diverse opinions; thus all points of view are included in the resource collection. Materials selection will not be determined by pressure from outside groups and organizations; rather, the Library will apply established professional standards in the selection and retention of its resources.

Once an item has been accepted under the Collection Development Policy of the Library it will not be removed from the resource collection unless (a) it is withdrawn under routine policy guidelines approved by the Board of Trustees, or (b) the Board of Trustees deems it is in violation of the Collection Development Policy.

Neither the staff, the Director nor the Board of Trustees will take responsibility for the selection by children for their reading material; that responsibility rests solely with the parent or legal guardian. The library will not limit freedom of expression or free access to ideas because materials may come into possession of children.

It is recognized that a patron of the Library District may find a particular work personally objectionable in some way. When this occurs, residents are encouraged to bring their concerns to the attention of the Library Director, either verbally or in writing. It is the responsibility of the patron to establish that a particular item may be in violation of the Collection Development Policy. Only registered library card holders of the Steger-South Chicago Heights Public Library may make Requests for Reconsideration.

The Library Director may discuss the concern with appropriate Library staff and may communicate to the resident the rationale for selections.

If the resident is unsatisfied with the response of the Library, he or she may again contact the Library Director, who provides the “Request for Reconsideration of Material” to be completed and returned to the library. The Library Director will convene a Materials Evaluation Committee consisting of the staff person responsible for selection in this area, one other member of the staff and the Library Director.

The Committee will meet to examine the material, as well as critical reviews of the material. The Library Director will prepare a report summarizing the Committee's evaluation. A copy of this report will be sent to the person who submitted the "Request for Reconsideration of Material."

If the person is not satisfied with the Materials Evaluation Committee's report, s/he may request a hearing with the Library Board. The Library Board will consider the request at the next regularly scheduled board meeting, provided there is sufficient time before the meeting to prepare for a public hearing on the matter. Once the date is established, the resident is apprised of the meeting date and invited to attend.

The decision of the Library Board on reconsideration of material is final.

Policy Review

This policy will be reviewed regularly to ensure that changes in goals and objectives, needs of the public, professional trends, and budgetary conditions are reflected in its wording.

Adopted: January 2001
Revised: June 2009
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Revised: October 2021
Reviewed: October 2023
Reviewed: September 2026

Steger-South Chicago Heights Public Library District

Request For Reconsideration Of Material

Date: _____

Material for Reconsideration: _____

Author: _____

If other than a book, indicate format:_____

Person initiating Reconsideration:

Name:_____

Address: _____

Phone: _____ Library Card Number: 2 6090 _____

_____

Representing:

_____ Self ____ Organization ____ Other

1. Have you read/listened to/viewed the material in its entirety? _____Yes _____No
   If no, what parts have you read/heard/seen?

2. To what in the material do you object? Please be specific, citing pages, passages, etc.

3. What do you feel may be the result of reading/listening to/viewing this material?

4. For what age group would you recommend this material?

5. Can you describe anything of value in the material?

6. What do you believe is the purpose and/or theme of this material?

7. Are you aware of the judgement of this work by literary critics?

8. Would you like to examine the critics' reviews of this work?

9. What brought this resource to your attention?

10. In place of this material, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

11. What would you like the library to do with the material?

_____ Withdraw it from the library collections

_____ Reclassify it for a more appropriate age level location

_____ Other (Please specify) _____

Signature:_____