

VILLA PARK PUBLIC LIBRARY
COLLECTION MANAGEMENT PLAN
February 2016

I. MISSION STATEMENT

The Villa Park Public Library builds, connects, and partners with our community to encourage exploration and discovery. The Library nurtures this growth through education, literacy, technology, and fun.

II. PURPOSE OF THE COLLECTION MANAGEMENT PLAN

- To further the mission of the Villa Park Public Library
- To guide librarians in the selection of materials
- To inform the public about the principles upon which selections are made

III. SUPPORTING DOCUMENTS

The Library endorses the American Library Association's *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View* statement. Other related policies include the Library's *Materials Selection Policy* (Policy 610) and *Gifts and Bequests Policy* (Policy 620).

IV. COMMUNITY ANALYSIS CONSIDERATIONS

The Library has served the recreational, educational, and informational needs of Villa Park since 1928. During its history, the Library has grown with the community, adding services and materials in response to user needs and modifying its course of development to provide the best possible library service.

Given the diversity of the Villa Park community, the following factors are important in the creation of a collection management plan.

Preschool and elementary age children form an extremely important part of the Library's patronage. Approximately 20.1% of the population of Villa Park is fourteen or younger. Fostering a love of books and reading is crucial to building an educated and responsible population.

The Villa Park Public Library's hours of operation are considerably longer than those of school libraries. Since the public library is open in the evening and on weekends, trade school, high school, middle school, and elementary students frequently use its facilities and collections for research and study purposes. Materials are selected specifically with their study needs in mind. Students of all ages require access to a broad range of materials for both information and recreation. Reference tools must

include a variety of print and online resources geared to their age level and subject interests.

The Library is also important to those members of our community whose native language is not English. An estimated 21.6% of the population speaks a language other than English at home. As a result, special materials need to be selected with those segments of the community in mind. The Youth Services Department started a World Language Collection in 2005 .The Adult Services Department began a popular Spanish language collection in 2012.

The economic development of the community depends to a great extent on its business environment. Small and medium-sized businesses require regulatory, business, economic, and demographic information to make sound decisions and plans. As they generally do not have their own libraries, the Villa Park Public Library selects resources to satisfy their specific needs.

At least as important to the economic health of the community are the workers, whose earnings support these local businesses and whose taxes support local governments. The Library collects job, career, and professional development resources, both in print and digitally, to assist patrons in preparing for, seeking, and landing positions.

The Library stays aware of new trends in providing information conveniently across platforms. Library staff evaluates new methods of delivery and formats on a continual basis to determine the value of these new technologies.

[\(Villa Park Demographic Snapshot 2012\)](#)

V. SELECTION PROCESS

- **Responsibility for Selection:** Ultimate responsibility for materials selection rests with the Library Director who operates within this Collection Management Plan approved by the Library Board of Trustees. The Head of Materials Services oversees the selection process and tracks and allocates the materials budget to insure a flow of new materials throughout the year.
- **Community Participation:** Community involvement in the selection process is encouraged. Several mechanisms are provided for this purpose including: patron suggestions, pending reserve requests, focus groups, surveys, and the Long Range Plan. User suggestions will be evaluated in accordance with this Collection Management Plan.
- **Selection Tools:** Common selection tools include professional library journals, trade journals, subject bibliographies, publishers' promotional materials, bestseller lists, and reviews from reputable sources. Selectors consider materials reviewed in national newspapers and magazines, local publications, the broadcast media, and reputable Web sites.

VI. MATERIAL FORMATS

Materials are purchased in a variety of formats for library use. Although much of the Library's collection is printed, desirable content is also available digitally.

Factors considered when deciding whether to add a new format to the collection are: patron demand, availability of items in the format; cost per item; and the Library's ability to acquire, process, and circulate the items in the specific format.

- **Books:** Books are written texts. They can be fiction or nonfiction, collections of shorter works, complete in themselves, or part of a longer series of texts. They may be published in printed or electronic form.
 - **Hardcover Books:** Books are often purchased in hardcover editions because of their durability and availability. Many popular authors are first published in hardcover.
 - **Trade Paperbacks:** Trade paperbacks are comparable in size to hardcover editions but are typically lower in cost. They may be preferred if the hardcover edition is more expensive, when the title is expected to be used infrequently, contains information which will quickly become dated, or is otherwise of limited lasting value.
 - **Mass Market Paperbacks:** Mass market paperbacks are paperback books that are smaller in size than the typical hardcover or trade paperback book. The paperback fiction collection will be primarily limited to those titles published only in mass-market paperback format.
 - **Large Print Books:** This collection includes books with print larger than 16-point type. The Library provides a variety of titles in this format.
 - **Digital Books:** A variety of digital books are available through the Library catalog, which patrons can download to their devices or to devices loaned by the Library.
- **Serials:** Serials are magazines, newspapers, and annuals or continuations. The library owns print, microform, and digital serials.

The Library retains and withdraws serials based on patron demand. Any serial that the Library determines has historic value may be retained in print or microfilm format indefinitely.

- **Microfilm:** The Library owns microfilmed newspapers of local interest, including Suburban Life (Villa Park edition), the Villa Park Argus, the Villa Park Review, and the Villa Park Independent.
- **Videorecordings:** This collection primarily includes digital video discs (DVDs) and serves the educational and recreational needs of all ages. The

Library owns both fiction and non-fiction DVDs. Patrons also access movies using the Library's digital subscription sources.

- **Audiobooks:** The Library collection includes audiobooks on compact disc (CD) and MP3 Playaway formats and serves the educational and recreational needs of all ages. The fiction and nonfiction collections include both abridged and unabridged materials. Patrons also access audiobooks using the Library's digital subscription sources.
- **Compact Discs:** Musical recordings are available in CD format. Patrons also access music using the Library's digital subscription sources.
- **Videogames:** The Library circulates a popular videogame collection accommodating users of multiple game systems.
- **Premium Digital Resources:** The Library subscribes to and makes available to patrons proprietary databases, serials, informational, training, and educational digital resources. Dependent on the terms of the subscriptions or licenses, these resources may be limited to in-library use, or withdrawn without notice.
- **Current and Emerging Trends:** The Library circulates a variety of other objects, including kits, mobile devices; bike locks, and small electronics. Library staff reviews new and emerging media and resources for additional items and technology which will benefit Library patrons.

VII. GENERAL SELECTION CRITERIA

The Villa Park Public Library selects materials for its collection following professionally accepted guidelines. The Library attempts to represent all sides of public issues. The Library does not sanction particular beliefs or views, nor is the selection of any given item an endorsement of the author's viewpoint. Material may be selected, even though it does not meet the usually applied standards, if a scarcity of information in a particular subject area exists.

These general selection criteria are considered for all materials selected for the Villa Park Public Library, including donations. Additional specific guidelines are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria: current and anticipated needs and interests of the public, accuracy of content, timeliness of information, author's, artist's, or publisher's qualifications and/or reputation, evaluations in review media, contribution to diversity or breadth of collection, inclusion of title in standard bibliographies or indexes, receipt of or nomination for major awards or prizes, quality of production, affordability, local or regional interest, and support of library's mission.

VIII. ADDITIONAL GUIDELINES FOR ADULT MATERIALS

- **Fiction:** Works of contemporary fiction and classic works of enduring value are included in the collection. Fiction is selected according to the following

criteria: popular demand; reputation of the author and publisher; appropriateness to the Library's users; importance as a document of the times; relationship to the existing collection and to other titles and authors dealing with the same subject; interest and originality of the plot; interest and development of the characters; style of writing; literary merit; inclusion in standard library bibliographies; availability of similar material within the community and other area libraries; the physical qualities of the book; cost; and whether a title completes or continues an existing series held by the Library. Multiple copies of titles by the most popular authors are regularly purchased to anticipate and meet patron demand.

- **Nonfiction:** The Library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular section.

While a single standard cannot be applied to each work, the following general criteria are to be considered when selecting materials for purchase: authoritativeness of the writer and reputation of the publisher; accuracy of information; impartiality of opinion, or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to the Library's users; popular demand; historical value; availability of similar material within the community and other area libraries; organization and style appropriate to the material and to the Library's users; good quality illustrations; special features, such as bibliography and index; durable binding and paper; and cost.

- **Magazines:** Magazines are publications issued and received on a regular basis in print or electronic format. They form an important part of the Library's collection and the collection is intended to complement the book collection. Magazines are selected according to the following criteria: cost; requests by library users; whether the periodical has local or regional interest; and whether a subject area needs to be expanded to help balance the collection. Magazines are typically not held for more than one year in print format.
- **Reference:** Reference materials are designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively. They can provide quick, concise, and current information or they may serve as an index to other materials in the collection. Books and periodicals in the reference collection are designated for use within the Library, since they are often used daily by patrons and library staff. Some digital reference resources may also be limited to in-library use, depending on the license provided by the publisher or distributor.

In selecting for the reference collections, the primary criteria are the Library's users' information needs and the available format. Purchase decisions will be based upon cost, content, currency, and ease of use.

Selectors acquire materials for the reference collections based on the following criteria: favorable reviews or inclusion in basic reference collection guides; reputation of the author or publisher; content of information; currency of information; cost; ease of use; and the expense of ongoing maintenance, especially in the case of serial publications that will require frequent updating.

To a very limited extent, items not falling strictly within the reference format, but in high demand by library users may be included in the reference collection to ensure their availability in the Library at all times.

- **Local History Collection:** This special reference collection includes: yearbooks from York High School and Willowbrook High School; documents from the Village of Villa Park and DuPage County governments; and a selection of books about the history of Illinois, DuPage County, Villa Park, and nearby communities.
- **Computer-Based Resources:** This category includes computer-based information resources and services available via the Internet. These materials and services may be available to registered library users at remote locations via the Library's Web site. This collection includes, but is not limited to: citation or full-text databases; multimedia programs; interactive virtual reference and student support programs; and downloadable audiobooks, eBooks, music and video. The following criteria should be considered when considering computer-based resources for the collection: compatibility with available equipment and/or existing operating systems; ease of use by library users, including enhanced searching capabilities; price of print format versus electronic; authority; accuracy; frequency of updating; anticipated demand by library users; impact upon staff for ongoing maintenance and updating of database; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.
- **Digital Videodiscs (DVD):** The Library's goal is to provide a collection of DVDs that will enhance the Library's existing nonfiction and fiction collections. The Library DVD collection is not intended to supplement curriculum requirements of educational organizations within the community. Multiple copies of most titles generally are not acquired, but patron demand may drive the purchase of additional copies. Additional copies of popular DVD titles are also provided in the "Quick Flicks" rental collection in an attempt to meet demand for these items.

The following selection criteria will be considered for non-fiction DVDs: favorable reviews in standard library reviewing sources; appropriateness of the subject to the collection; appropriateness to the interests and skills of the intended users; technical quality, i.e. clarity of picture and sound quality; authority and competency of the producer; accuracy and currency of information, and cost.

Due to budget and space constraints, feature films in DVD format will be selected based on award lists, artistic merit, and popular demand. Award-

winning and popular television programs will be collected. Care is taken not to duplicate titles in the YS and AS collections.

- **Audio/Spoken:** The Library's goal is to provide a collection of recorded instructional, educational, and quality literature that parallels most areas of the general collection. Currently our collection includes recorded books in audiocassette, compact disc, and downloadable formats. Efforts are made to select on a variety of topics and to appeal to a range of interests. Predominantly unabridged selections in CD and MP3 format will be purchased. In addition to the general criteria for selection, the following criteria must be taken into account when selecting recorded books: authority and competency of producer; artistic merit and reputation of the reader; quality of interpretation and ease of understanding by library user; technical quality, i.e. sound quality; packaging; popular demand; and cost.
- **Audio/Music:** The Library's goal is to provide for a variety of music that is of enduring popularity. The following criteria will be taken into account when selecting compact discs: authority and competency of producer; artistic merit; technical quality; version availability; availability from vendors; popular demand; and cost.
- **Adult World Language Collection:** This collection contains popular fiction and nonfiction titles in Spanish, currently the tongue of the greatest part of those members of our community whose native language is not English. Library staff will monitor community demographics and demand for adding additional languages to this collection.
- **English Language Learning Collection:** The English Language Learning Collection is made up of books, compact discs, and DVDs. This collection is intended for adult basic learners, and adults learning English and their tutors.

Materials in the collection help with learning English vocabulary, grammar and American idiom, building reading, writing and conversation skill, and understanding Basic English as a consumer and on the job. Other materials include easy to read fiction, materials about American customs, citizenship information, and easy to read current events.

IX. ADULT MATERIALS NOT COLLECTED

- **Rare books:** Since it is the public library's function to make materials available to all users, the Villa Park Public Library does not collect rare or unusual materials that require special handling.
- **Genealogy materials:** The Library collects basic materials on genealogical research but does not collect more specialized publications such as family histories, etc. Library staff will attempt to locate desired genealogical information via the inter-library loan system. Library staff will also inform and instruct users of e-Resources subscribed to by the Library.

- **Textbooks:** The Library does not buy textbooks used by the local schools, colleges or universities, as it is the responsibility of the libraries of those institutions to provide copies of these course materials to their students. However, as a convenience for their students, Districts 45 and 48, and Willowbrook High School in District 88 have donated single copies of their textbooks for in-library use only.
- **Privately Published Materials:** The Library generally does not collect privately published materials. In cases, though, where privately published or print-on-demand services provide the only options for acquiring specialized or particular items, the following considerations will be taken into account: popular demand; quality and reputation of the publishing service; content of information; currency of information; and cost.
- **Sheet Music:** In preference to individual pieces of sheet music, the Library collects bound volumes of musical arrangements based on demand.

X. ADDITIONAL GUIDELINES FOR YOUNG ADULT AND TEEN MATERIALS

- **Young Adult Fiction and Non-Fiction:** The Young Adult collection contains popular fiction targeting middle school students in the sixth through eighth grades. These students may be as young as eleven and as old as fourteen years old. Other determining factors for inclusion in this collection are: materials that are clearly reviewed and/or labeled as young adult and those for which the theme or subject matter is of interest to and intended for young adults. Young Adult non-fiction is integrated within the Juvenile non-fiction collection. Nonfiction graphic novels are interfiled with Juvenile non-fiction.
- **Graphic Novels:** A graphic novel is a work of fiction or nonfiction that tells a story using comic strips and that is published as a book. A collection of graphic novels is maintained as part of the Youth Services collection. These are collections of high interest and/or award-winning material.

Library staff will review the possible advantages of creating a distinct collection for early elementary readers.

- **Magazines:** Magazines appealing to a wide range of young adult interests are also housed in the Young Adult area.
- **High School Collection:** The High School collection contains popular fiction targeting high school students in the ninth grades through twelfth grades. These students may be as young as fourteen years old and as old as eighteen years old. Other determining factors for inclusion in this collection are: materials that are clearly reviewed and/or labeled as being appropriate for young adults, but having a theme or subject matter that is of beyond the interest and scope of younger patrons. High School non-fiction is interfiled with the High School fiction collection. In addition, the High School collection includes graphic novels and Manga.

XI. ADDITIONAL GUIDELINES FOR YOUTH MATERIALS

- **Board Books:** These books are for young children and have thick, durable pages. Many of these titles are concept or identification books, and may be abridged versions of popular easy fiction titles.
- **Alphabet and Counting Books:** A special collection of alphabet and counting books is located near the easy fiction collection. Books placed in these collections should emphasize learning the alphabet or learning to count.
- **Easy Fiction:** The Easy Fiction collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children. Although most picture books are intended for young children, there are a growing number of picture books that are specifically written and illustrated for older children.
- **Early Readers:** Early Readers are intended for emergent readers, aged kindergarten through early third grade. They are characterized by a controlled vocabulary, large print, heavy use of illustrations, and a limited number of pages.
- **Easy Non-Fiction:** This collection meets the educational, informational, and recreational needs of children in preschool through early third grade. These books are chosen based on the use of elementary vocabulary; high quality illustrations and photographs; usefulness for completing homework assignments; and subject matter of interest to young children.
- **Juvenile Fiction and Non-Fiction:** The Juvenile Fiction collection serves students from third grade through fifth grade. The juvenile non-fiction collection includes materials to serve the educational, informational, and recreational needs of elementary-age and middle school students. The subject matter, vocabulary, organization, and scope must be age-appropriate.
- **Toys and Kits:** Toys are collected in a variety of formats, principally hand puppets and puzzles. In addition, the library has developed Audio Kits, Science Kits, and –new in 2016 - Early Literacy Kits.
 - Audio Kits consist of a book and accompanying CD (usually a digital recording of the text of the book). These kits assist early and struggling readers by giving them information in different but complementary media. Both fiction and nonfiction Audio Kits are available.
 - Science Kits, initially funded by a grant from the Institute of Electrical and Electronics Engineers, teach children about the concepts of science and technology of Electricity, Simple Machines, and Structure. A variety of formats are in each kit. For each topic, there are three levels of Science Kit (Preschool/Early Elementary, Elementary, and Middle School).

- Early Literacy Kits engage our youngest patrons (0-36 months) with hands-on learning. Each kit includes at least two formats and suggestions to caregivers on ways to use the content.
- **Audio/Spoken:** This collection contains both unabridged and abridged recorded books in compact disc and mp3 formats. The Library also purchases downloadable audiobooks. This collection serves preschoolers through middle school students.
- **Juvenile Compact Discs:** This collection of compact disc recordings is intended for preschool and early elementary aged children, their families, or educators. Its primary focus is popular music.
- **Juvenile Digital Videodiscs (DVD):** This collection includes films in digital video disc (DVD) format. It is intended to serve the educational and recreational needs of children, ranging from infants through middle school students. Items that have broad age appropriateness, considered family entertainment, are also included. The collection includes both fiction and non-fiction selections. Multiple copies of popular DVD titles are purchased to meet demands for these items. Additionally, particularly popular titles may be provided in the "Quick Flicks" rental collection.
- **Textbooks:** The Library accepts and houses a collection of donated textbooks from local schools for use in the Library. The textbooks from District 45, District 48, and Willowbrook High School in District 88 are currently collected. Library staff will work with other schools serving Villa Park to expand this collection.
- **Magazines:** A collection of magazines is maintained to meet the popular interests of preschoolers through middle-schoolers. This collection also includes titles of interest to teachers or others working with children.
- **World Language Collection:** This collection contains both bilingual materials and materials in a language other than English. Print materials, recorded books, videos, and magazines are included. The selection of materials for this collection will reflect the diversity of our local population and the range of languages represented by the residents in our service area.

XII. CONTROVERSIAL MATERIALS

To represent the diversity of thought within the community, the Library's collection contains materials representing differing points of view on controversial public issues. The Villa Park Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by 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 theft or damage.

If a library user wishes to comment or complain about an item in the collection, a [Statement of Concern about Library Resources](#) form is available at all public

services desks. This form must be completed in its entirety and returned to a Library staff member who will forward it to the Library Director. Once the form is received, the Library Director will form a committee of professional librarians who will meet to review the Statement, as well as the criteria used in selecting the item, its place in the collection, and reasons for including the item in the collection. (See also Policy 610, Materials Selection Policy)

XIII. GIFTS AND BEQUESTS

The Library welcomes gifts of used or new books, magazines, and other library materials. In accepting gifts, the Library reserves the right to decide which gifts should be added to the library collection, used in the "Rack at the Track" program, repurposed, or recycled. Library materials donated to the Library and items given as memorials must meet the same standards as other materials selected for inclusion in the library's collection. (See also Policy 620, Gifts and Bequests)

XIV. COLLECTION MAINTENANCE

- **Weeding:** Weeding is an integral part of the collection development process. An active and continuous weeding program is essential in maintaining a viable and useful collection. Materials are withdrawn from the Library's collection through systematic weeding or because of loss or physical damage. The following categories of materials should be considered for weeding: worn or mutilated items; duplicate copies of seldom used titles; materials which contain outdated or inaccurate information; superseded editions of specific titles; and materials no longer of interest or demand.

Electronic resources – databases, e-books, e-audios, e-videos, etc. – accessed through the Library's premium subscriptions are available through licensing agreements. As such, items in these digital collections may be recalled by the distributor either through terms of the license (number of checkouts, time since purchase, expiration of the license, discontinuation of the format, etc.) or because of copyright or other legal challenges to the distributor.

- **Replacement:** While the Library attempts to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, staff will consider the following factors: whether the item is still available and can be replaced; whether another item or format might better serve the same purpose; whether there remains sufficient demand to replace the item; whether updated, newer, or revised materials might better replace a given item; whether the item has historic value; whether another library or institution could better provide that or a comparable item; the number of copies held in the collection; the existing coverage of the subject within the collection; and the cost of mending versus the cost of replacement.