



COLLECTION MANAGEMENT PLAN 2018

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

- A. To further the mission of the Villa Park Public Library
- B. To guide librarians in the selection of materials
- C. 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 PROFILE

Villa Park is a western suburb of Chicago, settled primarily by Germans and incorporated in 1914. In 2010, the United States Census recorded a population of 21,904. Of that population, 26.6% are 19 years of age or under, with 6.8% under the age of 5; 62.4% are between the ages of 20 and 64. The median age is 37.1 years.

Educational Attainment: According to the 2016 American Community Survey, 90.9% of Villa Park residents over the age of 25 are high school graduates (including equivalency), while 30.7% have attended some college. 35.8% of residents have earned a Bachelor's degree or higher.

The Survey indicates the following regarding Villa Park's workforce: 70.3% of residents age 16 or over are employed, while 4.2% are unemployed. Of the 4.2% who are unemployed, 29.7% are not in the labor force. Of the employed residents, 34.8% have managerial or professional occupations; 26.3% have sales and office occupations; 16.6% have service occupations; and 13.8% have production, transportation, or material moving occupations. The mean travel time to work is 26.9 minutes. Most workers drive to work (76.7%), carpool (10.3%), or use public transportation (4.7%).

Households: 55.2% of households are headed by married couples, with 35.9% of those households having children under the age of 18. Single mothers with children constitute 4.6% of the family households. 26.4% of households are

nonfamily households (i.e., a householder living alone or sharing the home exclusively with people to they are not related.). 24% of households have individuals who are 65 years of age and over. 77.2% of housing units (5417 units in total) are owner-occupied, while 22.8% are renter-occupied. The median value of owner occupied units is \$229,400. Of the owner-occupied units, 68.9% hold mortgages. The median rent is \$1067. The total number of vacant housing units in Villa Park is 424.

Income: The median household income for Villa Park is \$71,724. The median earnings for full-time, year-round male workers is \$53,923, while the median income for full-time, year-round female workers is \$47,455.

Race, Ancestry, and Language: 17.3% of Villa Park residents are foreign born, and 26.4% speak a language other than English in their homes. Of this latter group comprising 5457 residents, 11.1% report that they do not speak English "very well." Of the foreign born population, Europeans are the least populous with 614 residents, followed by 1029 Asian residents, and 2131 Latin American residents. Of the total residents of Villa Park (both native and foreign born), 17.9% speak Spanish, 6.4% speak other Indo-European languages, and 1.7% speak Asian languages.

Also, of the total population, 3,894 residents identified themselves as being of Hispanic or Latino ancestry, most specifically of Mexican descent (14.7%). The largest European ancestries are German (21.2%), Polish (11.9%), Irish (14.7%) Italian (9.1%), English (7.1%), Swedish (1.9%), Greek (0.7%), and Norwegian (1.5%).

These demographic figures portray a family-oriented community of residents who have attained a higher level of education. Villa Park is also home to a large immigrant community, making for a diverse, multilingual environment.

V. 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 in order to provide the best possible library service.

Given the diversity of the Villa Park community, in age, education, ethnicity, health, income, language, and life experience, 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. 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. As a result, materials need to be selected with those segments of the community in mind. Consequently, primarily Spanish language materials and English Language Learning materials are collected.

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 rarely have their own libraries, the Villa Park Public Library selects resources, including electronic resources, to satisfy their specific needs.

Equally important to the economic health of the community are the workers, whose earnings support 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. Medication and wellness resources, both print and electronic, support the health of patrons of all ages and income levels.

Villa Park is also home to many older adults and seniors. 16.3% of Villa Park's population is 60 years of age or older. The majority of its patrons who use our Homebound Services are older adults. While older adults enjoy many of the same materials and programs as younger patrons, the Library provides its older patrons with senior-focused computer and technology guides; investment, retirement, and estate planning guides; medical information; and caregiver support. A collection of fiction and nonfiction Large Type books and magazines is available to supplement the print, electronic, and audio collections at the Library.

Library staff keep abreast 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.

VI. 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 Strategic Plan. Patron suggestions are 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.

VII. 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.

- **Audiobooks:** The Library collection includes audiobooks on compact disc (CD) and Playaway devices to serve the educational and recreational needs of all ages. The physical collections include primarily unabridged materials. Patrons also access e-audiobooks using the Library's digital subscription sources.
- **Board Games:** In 2018, the Library began a circulating collection of board games for both adults and youth.
- **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.
 - **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 extremely expensive or 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.
 - **Large Print Books:** This collection includes books with print larger than 16-point type.
 - **Graphic Novels:** A graphic novel is a work of fiction or nonfiction that tells a story using comic or cartoon strips and art, and that is published as a book or a series of books.

- **E-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.
- **Compact Discs:** Musical recordings are available in CD format. Patrons also access music using the Library's digital subscription sources.
- **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.
- **DVDs and Blu-Ray DVDs:** This collection primarily includes digital video discs (DVDs) and Blu-Ray DVDs to serve the recreational and educational needs of all ages. Patrons also access e-videos using the Library's digital subscription sources. The Library owns both fiction and nonfiction DVDs and Blu-Ray DVDs.
- **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.
- **Playaway Launchpads:** The Library circulates secure tablets pre-loaded with learning apps and games. There are two collections in the Library, the English Language Learning collections and the Preschool-Grade 5 collection.
- **Seed Library:** Seed packets are available for checkout as part of the Seed Savers Exchange program. As such, there is no loan period assigned. After proper training, gardeners can share homegrown seeds through the Library as part of this program.
- **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.
- **Videogames:** The Library circulates popular videogames accommodating users of - various game systems.

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.

VIII. GENERAL SELECTION CRITERIA

Criteria influencing selection include, but are not necessarily limited to, the items listed below. It is not possible for library staff to read and review personally the immense number of books and other materials produced each year. The information and impressions gathered from aids to selections such as reviews, standard bibliographies, indexes, etc., must, as a rule, serve as the basis for applying these criteria and for judging the merit of a work.

- A. Community demand, whether expressed or anticipated. Demand may be for specific titles or for material in general covering certain timely subjects.
- B. Intrinsic value or quality of a work, relating to such considerations as factual accuracy and authoritativeness of content, comprehensiveness of treatment, style clarity, and effectiveness of expression, creativity, etc. Selection refers to the decision that must be made either to add a specific item or certain types of material to the collection or to retain material already in the collection.
- C. Significance or relevance of a work.
- D. Scope, depth, or approach of a work. For example, highly technical materials and scholarly studies of extremely limited value to the community at large will, as a rule, not be added to the collection.
- E. Importance of a work in adding balance to or filling gaps in the existing collection. Availability of the material either about the same subject or presenting a similar point of view should be considered.
- F. Compatibility of subject, treatment, or style of a work with its intended audience. This criterion pertains especially to materials being considered for the children's collection.
- G. Authority, reputation, and standing of the author. However, no author's works will be added to or excluded from the collection solely because of his or her personal history, political affiliation, race, sex, cultural background, religion, sexual orientation, or gender identity.
- H. Availability of the same title or information at neighboring libraries or through Interlibrary Loan.
- I. Cost of the material.
- J. Suitability of the physical form for library use, including the quality and durability of the format.
- K. Ease and practicality of providing effective physical or bibliographic access to the material.

IX. GUIDELINES and SCOPE FOR SPECIFIC COLLECTIONS

Fiction:

- **Alphabet and Counting Books:** A special collection of alphabet and counting books is located near the easy fiction collection. Books placed in these collections emphasize learning the alphabet or learning to count.
- **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.
- **Easy Fiction:** The Easy Fiction collection comprises picture books of interest to all ages. Because 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, frequent use of illustrations, and a limited number of pages.

- **Chapter Books:** Chapter Books serve as a transition between early readers and novels. Chapter books generally appeal to readers aged 7-10, in grades 2-5. Text is long enough to split into short, manageable chapters, giving readers a sense of accomplishment as they finish each chapter. Chapter books typically are between 50-150 pages in length. Books in this collection have plots that are simple, include lots of dialogue, humor, and action, keep sentences short, and deal with familiar topics. Chapter Books are almost always illustrated, though not as much as picture books, and include works of fiction and nonfiction.
- **Juvenile Fiction:** The Juvenile Fiction collection serves students in Grades 3 to 5.
- **Young Adult Fiction:** The Young Adult collection is aimed at middle school students in Grades 6 to 8, ages 11 to 14. Included 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. Library staff plan to integrate the Young Adult Fiction collection with the Juvenile Fiction Collection in 2018/2019.
- **High School Collection:** The High School collection contains popular fiction, videogames, and magazines targeting high school students in Grades 9 to 12, ages 14 to 18. Included 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 beyond the interest and scope of younger patrons.
- **Adult Fiction:** Works of contemporary fiction and classic works of enduring value are included in the collection.

Nonfiction:

- **Easy Nonfiction:** This collection meets the educational, informational, and recreational needs of children in Preschool through Grade 3. 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 Nonfiction:** The Juvenile Nonfiction collection serves students in Grades 3 to 5.
- **Young Adult Nonfiction:** The Young Adult collection contains popular fiction targeting middle school students in Grades 6 to 8, ages 11 to 14. Included 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 nonfiction is integrated within the Juvenile nonfiction collection.
- **High School Collection:** The High School collection targets high school students in Grades 9 to 12, ages 14 to 18. Included 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 beyond the interest and scope of younger patrons. High School nonfiction is interfiled with the High School fiction collection.

- **Textbooks:** The Library accepts and houses a collection of 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. The Library has an Intergovernmental Agreement with School District 45 and School District 48. Library staff will work with other schools serving Villa Park to expand 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, as well as 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.
- **World Language Collection:** This collection contains both bilingual materials, and those in a language other than English. Print materials, audiobooks, DVDs, and magazines are included. This is primarily a Spanish language collection containing popular fiction and nonfiction titles for youth; however, the selection of materials for this collection will reflect the changing diversity of the local population, the range of languages represented by the residents in our service area, and patron demand.

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.

Included in this collection are magazines appealing to adults and young adults. A collection of magazines is maintained to meet the popular interests of preschoolers through middle-schoolers. This collection also includes titles of interest to educators, parents, or others working with children.

Reference:

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.

Local History Collection:

This secure reference collection includes: yearbooks from York High School and Willowbrook High School; documents from the Library, the Village of Villa Park, and DuPage County governments; documents on Villa Park Public Library history, government, and programming; and a selection of books about the history of Illinois, DuPage County, Villa Park, and nearby communities. As some of these items are rare or even irreplaceable, this collection is kept secured.

E-materials:

E-materials are electronic versions of print materials that can be displayed, viewed, or listened to on a variety of electronic devices depending on their format, availability, and compatibility. E-materials include e-books, e-audiobooks, e-comics, e-videos, e-magazines, e-music, and other kinds of digital documents/files.

E-materials can also be distinguished by their mode of availability. This includes limited copies of titles that circulate and titles that stream. Circulating materials work much like physical titles, where a set number of copies are available for download via the vendor's digital platform. Streaming titles usually include unlimited non-downloadable copies that are available via the vendor's digital platform and can be regulated through a special system of credit, tokens, or checkouts.

E-databases (Digital Reference):

An e-database is an organized collection of information on a particular subject or multi-disciplinary subject areas. The information of an e-database can be searched and retrieved electronically. These materials include journal articles, newspaper articles, book reviews, conference proceedings, etc.

Digital Videodiscs (DVDs) and Blu-Ray DVDs:

The Library began a Blu-ray DVD collection in 2017. Blu-rays are recorded using a shorter wavelength than standard DVDs, so more content can be encoded on a Blu-ray. Blu-rays may contain commentaries and special features which in a standard DVD release would have to be placed on a second disc. Very popular and award-winning movies are included in this collection. These titles often duplicate titles in the Library's general DVD collection, but multiple copies of a title will not be purchased in Blu-ray format.

Multiple copies of most titles are generally not acquired, but demand may drive the purchase of additional copies. The "Quick Flicks" rental collection is also provided to meet popular demand of adult and youth titles in an attempt to meet demand for these items.

- **Adult Digital Video Discs (DVDs) and Blu-Rays:** This collection includes feature films as well as award-winning and popular television programs. These DVDs and Blu-rays will be selected based on popular demand, award lists, and artistic merit.
- **Juvenile Digital Video Discs (DVDs) and Blu-Rays:** This collection 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 nonfiction selections.

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.

- **Audio Books:** This collection contains both unabridged and abridged recorded books in compact disc and Playaway MP3 formats. The Library also purchases downloadable audiobooks. The Youth Services collection serves preschoolers through middle school students. The Adult Services collection serves high school students and adults.
- **Playaway Launchpads:** Playaway Launchpads are secure tablets pre-loaded with learning apps and games, grouped by subject and grade level. The Library started a circulating collection in 2018.

Audio/Music:

- **Compact Discs:** The primary focus of this collection is popular music. 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.

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 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.
- **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.
- **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.

X. 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, other than a limited number of rare items in the Local History collection.
- **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.
- **Privately Published Materials:** The Library generally does not seek out 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.

XI. 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 service 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)

XII. 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 Little Free Libraries program, used in outreach activities and programs, 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)

XIII. 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.

Streaming titles will never require weeding, nor are they available to be weeded unless their contracts are terminated by either vendor or publisher. Limited copy titles will maintain certain parameters after being purchased by a singular library or a consortium, depending on the contract between the vendor and the publisher. Some titles have a set number of checkouts before they expire, some expires after a set period of time (usually months or years), and some titles will be maintained indefinitely until its contract is terminated by either vendor or publisher.

Electronic resources – include 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.