



RESOURCES SELECTION POLICY

POLICY

The Board of Trustees of Skokie Public Library has adopted the following Resources Selection Policy to guide staff and inform the public about the principles underlying the library's collection development decisions. This includes selection and retention of physical collections as well as digital products available for purchase or licensing.

The Mission Statement and Core Values of Skokie Public Library provide a framework for this policy.

- 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

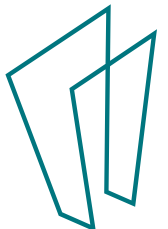
The library supports the principles of intellectual freedom and the individual's right to have access to ideas, information, and perspectives representing multiple points of view. The Board of Trustees of Skokie Public Library has also adopted the following statements from the American Library Association, which are attached and constitute a formal part of this policy:

- LIBRARY BILL OF RIGHTS
- THE FREEDOM TO READ
- THE FREEDOM TO VIEW
- DIVERSE COLLECTIONS—AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

I. OBJECTIVES

Skokie Public Library acquires and makes available materials that inform, educate, entertain, and enrich people as individuals and as members of society. The library provides, within its budgetary and spatial limitations, a general collection embracing broad areas of knowledge and featuring materials and resources that represent a diversity of voices and interests. Library collections support a wide audience, including the needs of children, teens, seniors, and readers of languages other than English. The goal of providing and maintaining a diverse and equitable collection will be considered during all aspects of collection development.

Information may also be obtained through remote databases, including numerous specialized and technical resources. License agreements enable the library to provide a variety of downloadable and streaming digital resources to Skokie Public Library cardholders. Additional



physical materials are available to patrons throughout the community via the library's Bookmobile.

Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, cost, and community needs. New formats are evaluated for inclusion based on the availability of technology and suitability for loaning. The library attempts to collect materials on a wide range of subjects but may be unable to meet every need. Through interlibrary loan and consortial agreements, Skokie Public Library cardholders may request items from other public, academic, and special libraries throughout North America.

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 Trustees. The Director determines the budget, guidelines, and organizational structure for the staff who select resources. The Access Services Manager and Collection Development Supervisor oversee and coordinate acquisitions and selection. Designated staff are responsible for specific areas of the collection, choosing titles, monitoring circulation, keeping areas current, and spending the budget in a timely and organized manner as determined by the library's Collection Development Plan, which is informed by the Resources Selection Policy and provides detailed guidelines on the scope and maintenance of each collection area.

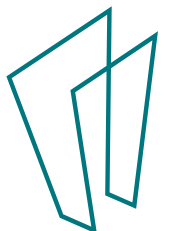
III. METHODS FOR SELECTION

Staff select and evaluate materials using a variety of criteria. All criteria need not be met for acquisition and can vary based on individual titles, formats, languages, and age levels. The criteria include:

- Community demand and relevance
- Cost and space constraints
- Timeliness of topic and attention by critics, reviewers, and media
- Diversity of viewpoints and representation of traditionally marginalized groups
- Authority, accuracy, and accessibility of content
- Social and cultural significance
- Suitability to the intended audience
- Durability of format
- Ownership and demand at nearby public libraries
- Availability from reliable library vendors and distributors

Tools used in selection include professional and book trade journals, media reviews, publisher promotional materials, bestseller lists, and online resources. Multiple copies of a title may be purchased based on anticipated or demonstrated demand or to meet programming needs. Purchase suggestions from patrons for newly released items also are welcomed and considered using the same selection criteria detailed above. If an item suggested by a Skokie Public Library cardholder is not purchased, we will attempt to obtain the item through interlibrary loan whenever possible.

Materials are selected to meet the objectives of public library service and, with the exception



of materials related to Skokie history, are not archival in nature. Textbooks and scholarly materials may be acquired if they serve the general public by providing information on subjects where little or no material is available in other forms. However, materials of a highly specialized, academic, or technical nature typically are excluded from the collection.

Databases and downloadable and streaming media play an important role in the library's collection. In addition to standard criteria used in selecting other formats, special criteria for electronic formats include ease of use, technology requirements, and availability of remote access. Certain electronic products feature content that is leased or purchased as a whole, while other platforms allow for staff to select specific titles.

IV. WEEDING

In order to maintain an up-to-date and useful collection, any worn, damaged, outdated, and/or obsolete materials are continuously withdrawn in the process known as weeding. Materials may also be weeded if they are little used, are duplicate copies, or have been superseded by a new edition or updated work on the same subject. Materials in poor condition may be replaced using the same criteria as that for original selection. When possible, withdrawn materials in good condition are placed in the library's Used Book Nook, donated to community partners, or passed along to charitable organizations and used booksellers involved in literacy initiatives. Materials in poor condition and/or those not accepted by partners may be recycled or discarded.

V. GIFTS AND DONATIONS

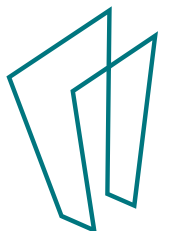
Select materials, such as those written by local authors, may be donated in accordance with the guidelines detailed in this policy and in the library's Finance Policy. Gifts of funds are always welcome. In the case of money donated to purchase library materials, the donor may recommend an age level, broad subject area, and/or format. The library will attempt to honor the donor's wishes if they 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 are subject to the library's normal guidelines for weeding and disposal.

VI. PARENTAL RESPONSIBILITY

Given the diverse nature of the collection, not all materials are suitable for all patrons, and responsibility for children's or teens' choice and use of resources rests with their parents or legal guardians. Selection for the adult collection is not restricted by the possibility that children or teens may access resources their parents or legal guardians may consider inappropriate. The library believes in the freedom of the individual, and the right and obligation of parents or legal guardians to guide, develop, interpret, and maintain their own values in their family.

VII. 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. Public libraries own materials that some patrons may find objectionable and also may not carry materials that others find important. The



selection or display of an item does not express or imply endorsement of the viewpoints expressed. Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages.

The library encourages interest in its collections and patrons have the opportunity to discuss selection decisions with staff through multiple channels, including online and paper comment forms and conversations with staff. Skokie residents 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 this 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 reconsideration request. The Director will inform the Board of Library Trustees of all formal requests for reconsideration of library materials. The Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration and to the Board of Library Trustees at the earliest possible date.

In the event that the person who initiated the request is not satisfied with the decision of the Director, they 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 they 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.

Any decision on a title, whether after the initial reconsideration process or appeal, will stand for a two-year period from the date of the library's initial receipt of the reconsideration request form. Reconsideration requests from residents living outside the 60076, 60077, and 60203 ZIP codes are not eligible for the formal reconsideration process.

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; 3/16/22; 2/15/23.

