

501: Collection Development

Created:	March 2020	Updated:	
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A public library attempts to provide an accessible setting for a variety of materials. Since no individual can buy and store all of the material one may need or want, the community pools its resources to create a public collection for the community's benefit.

A primary goal of the Northbrook Public Library is to develop a collection of excellence. The library strives, within the limitations of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The library supports the American Library Association's Bill of Rights, and its Freedom to Read and Freedom to View statements, which recognize the right of persons to free and convenient access to information and ideas.

The parents or guardians, not the library, are responsible for supervising the use of books and materials by their children. A librarian is available to provide suggestions for caregivers and their children.

A more detailed policy for specific areas of the lib and is available upon request.

502: Selection & Maintenance of Materials

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The Executive Director is responsible for all materials in the library collections. Material selectors, using professional judgment, choose and discard items for the library collections within the scope of assigned areas.

A variety of factors influence the selection of library materials. These include accuracy of information, interest, authority, demand, and value to the existing collection, timeliness, significance of the subject, format and price. Selection of materials is accomplished in a variety of ways. Extensive use is made of reviews in professional and other journals. Recommendations by staff and residents of the community are seriously considered.

From time to time, the Executive Director, in consultation with staff, will determine that a new format is needed. These new formats will be added based on patron need, availability, ease of upkeep, and general community interest.

As materials are regularly added to the collection, ongoing maintenance is necessary to ensure the collections are maintained in good condition with relevant and up to date information. Part of maintaining the collections is performing regular weeding. Weeding is a vital process for an active collection because it ensures the collection stays current, relevant, and in good condition. Staff will perform weeding on a continual on-going basis.

503: Interlibrary Loan

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This policy covers interlibrary loan activity outside of the agreements and policies established by Northbrook Public Library's membership in the CCS consortium.

Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library. Through interlibrary loan, patrons may request materials from other libraries in Illinois and from other libraries that participate in OCLC. The requested materials are sent to the Northbrook Public Library, where the patron may check the items out (or use them in the library, if so stipulated by the owning library). ILL is a service reserved for Northbrook Public Library cardholders.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The library exhausts local resources first, including its own collection, the CCS consortium collection, and those of libraries in the Reaching Across Illinois Library System (RAILS), before requesting items from libraries out of the system. The Northbrook Public Library endorses the Illinet Interlibrary Loan Code, the American Library Association Interlibrary Loan Code for the United States, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines.

504: Request for Reconsideration

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The library does not endorse opinions contained in its materials. Patrons are free to enjoy, dislike, or ignore any item in the collection. However, no one is free to restrict another's use of library materials.

A request to remove library materials creates complex legal and ethical questions for both the library and the community. Consequently, this issue is taken very seriously by the library. To initiate a request, a Request for Reconsideration form should be filled out completely and given to the Executive Director. The Executive Director will appoint a committee to review the challenged material and prepare a written report. Until a decision is reached by the Executive Director, the item in question will remain available. Patrons who do not accept the Executive Director's decision may appeal to the Board of Trustees. The reconsideration process will be completed in a reasonable amount of time. Staff is available to assist in preparation of the required forms.

Request for Reconsideration Form

Type of Material (select one):	
<input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> Sound Recording <input type="checkbox"/> Audiobook <input type="checkbox"/> Move/Video <input type="checkbox"/> Other (please specify):	
Title:	
Author:	
Publisher:	
Date of Publication / Production:	
Request Initiated by:	
Name:	
Address:	
City:	
State:	
Telephone:	
Email:	
Do you represent? (select one):	
<input type="checkbox"/> Yourself <input type="checkbox"/> An Organization (name): <input type="checkbox"/> Other group (name):	

To what in the work do you object? Please be specific.

Did you read / listen to the whole work? (select one)

Yes No

If not, why not?

What parts did you read/listen to/view?

What do you believe is the theme of the work?

Have you read, listened to or viewed a review of this item? Please list the reviews and sources that agree with your opinion.

What item of value would you recommend that would convey a similar perspective/theme of the subject matter treated?

What do you think might be the result of reading/listening to/viewing this work?

Please read the attached library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The library supports the principles set forth in these documents. Do you feel your request is in conflict with these documents?

If not, why not?	
If so, please explain why your request outweighs adherence to these principles.	
What would you like the library to do about this work?	
Signature:	
Date:	