

## **MATERIALS SELECTION**

The purpose of the Rockford Public Library Collection Development Policy is to guide the staff and to inform the public about the principles upon which decisions are made to add, retain or remove items in the Library's collections.

The Library has adopted the American Library Associations' Bill of Rights, the Freedom to Read Statement, and Freedom to View Statement as well as the ALA statement on "Libraries: An American Value." (See Appendix.) The Library believes in unrestricted access to all informational and recreational materials in our collection. It is the responsibility of the individual to select or reject materials for his or her own personal use; the individual cannot infringe on the rights of others to make their own personal choices. Parents have the ultimate responsibility to supervise and guide the selections of minor children. These responsibilities also apply to materials requested through inter-library loan and to the information found in the online catalog, online products and the Internet.

Rockford Public Library strives to provide current and factual information for daily activities and to supplement and enrich individual learning, and to provide materials for recreational reading and other leisure time activities. This information should be readily available to the total community regardless of gender, age, education, language, religion, ethnic and cultural background, mental or physical ability.

### **STANDARDS FOR SELECTION:**

The Library recognizes the need to maintain a varied up-to-date collection. It attempts to acquire materials of both current and lasting value. Since one library cannot afford all available materials, it must employ a policy of selectivity.

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and quality and suitability of format.

### **SCOPE OF COLLECTIONS**

**Main Library & Branches:** The Main Library serves as the primary resource and reference center for the library system. The collection is intended to yield information useful for basic research in most fields of knowledge. Highly specialized and esoteric materials are not normally acquired.

Branch library print collections are not intended for in-depth research. The collections include basic works in major fields of knowledge and are intended to reflect the interests of their communities. In selecting items for the collections, the Library will consider the special needs of each branch service area striving to reflect their ethnic and economic diversity.

## **MATERIALS SELECTION**

Branches draw upon the collection of the Main Library for titles and topics in lesser demand. Customers involved in research projects which are beyond the limits of the branch collections are directed to the Main Library, or, if more appropriate, to one of the academic or special libraries in the area. Reference and informational collections are supplemented by access to electronic databases at Library sites and for use from home.

**Multiple copies:** The Library acquires and maintains multiple copies of popular titles and subjects as long as there is a demand for them. The Library purchases copies of new best-selling titles in the ratio that best meets customer demand.

**Formats:** The Library collects materials in print and other formats. Other formats offer a dimension and often a timeliness which print collections alone are unable to provide. Media formats are evaluated by the same selection criteria as printed materials.

Rockford Public Library provides access to remote online sources, such as the Internet and online databases, in accordance with the principles stated in this Section.

New formats will be considered for the collection when, by industry reports, national survey results, and evidence from local surveys and requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format is collected. Similar considerations will influence the decision to delete a format from the Library's collections.

**Languages:** The Library collects materials in non-English languages with emphasis on those languages most represented in census data for the community. According to the 2000 census, 13.7% of Rockford residents over 5 years old speak a language other than English at home. Of those, the majority or 8.7% speak Spanish. 3.3% speak other Indo-European languages and 1.6% of the population speaks an Asian language. Therefore the Library is committed to developing collections in Spanish within the limits of current funds.

**Cooperative collection development:** The Library recognizes the resources of other libraries in the region and shall not needlessly duplicate function and materials. The Library shall seek to participate with other libraries in coordinated cooperative collection management programs.

**Textbooks:** The Library does not seek to acquire textbooks in local use but may acquire other curriculum-related materials to the extent that such materials also serve the general public. Legal and medical works will be acquired only to the extent that they are useful to the general public.

**State & Local History:** The Library takes a particular interest in local and state history. Therefore, it will develop collections by and about local and Illinois authors as well as works relating to the State of Illinois and the region. However, the Library is not under any obligation to add to its collections everything about Illinois and its authors, printers, or publishers with

## **MATERIALS SELECTION**

Illinois connections if it does not seem to be in the public interest to do so.

## **RESPONSIBILITY FOR COLLECTION DEVELOPMENT**

Final responsibility for collection development lies with the Director of the Library. However, the Director will delegate authority to staff members to interpret and apply the collection development policy in making day-to-day decisions.