



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Collection Development Policy

Purpose

- The Collection Development Policy reflects the diverse needs of the Decatur community and the library's Strategic Plan to promote the love of reading and life-long discovery, helping ensure children and teens are ready and excited to learn, and offering robust connections to the digital world.
- The library believes that collections are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and ~~aspirations~~ **interests** through this content.
- Through our collections we work to facilitate equitable experiences for engagement, education, and inspiration.

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Principles

- The library ~~advocates for~~ **strives to achieve** broad participation in ~~the library services~~, including the sustained use of materials. The ~~library's~~ collections, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community
- The library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community.
- The controversial nature of certain subjects, authors, or language will not be cause for automatic inclusion ~~or~~ exclusion. Each item will be selected on its individual merit and role in the collection. Decatur Public Library does not promote all of the ideas found in its collections or the discussions those ideas may inspire, ~~–~~ but provides the spaces and opportunities for those ideas and discussions.
- *The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. As such, the library upholds the American Library Association's **Library Bill of Rights** position statement, including the **Freedom to View** and **Freedom to Read**. ~~It is the decision of the library not to filter Internet access.~~*
- Decatur Public Library is committed to being a good steward of the community's tax dollars and community ~~assets~~.

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Comment [RM1]: Perhaps unnecessary here?

Responsibility for Selection

Ultimate responsibility for selection rests with the City Librarian who operates within a framework of policies established by the Library Board of Trustees. The City Librarian delegates responsibility for collection development to the Heads of Adult, Local History and Children's Divisions. Each Division Head delegates responsibility for selection and maintenance of specific areas of that department's collections to various staff members,

operating within the guidelines provided by the Policy.

Scope

The library develops a meaningful, evidenced-based collection that is positioned to meet the needs and interests of the community. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use.

Selection

Material selection criteria are informed by:

- *Community interests & impact*
- *National and international news and events*
- *Publishing and social trends*
- *Professional reviews and journals*
- *Collection analysis software*
- *Staff professional expertise*
- *Holdings by other libraries in the SHARE consortium*
- *Cost*
- *Available space*
- *Maintenance*

Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The library does not collect textbooks, academic, technical, or self-published materials not professionally reviewed, unless they are considered useful generally.

The library adopts “digital curation” as an umbrella term for actions and strategies to provide stewardship of our digital assets. Digital assets include electronic resources, software and hardware, and devices. Digital curation takes into account the lifespan of the item, the product, and the product version to maintain currency, relevance, and sustainability.

As stewards of content, we carefully consider materials relative to cost, space, maintenance, and patron interest. We ask such questions as: “Does the item have proven or potential interest to our community? Does it meet known or potential demand? Has it earned the attention of critics, reviewers, and the public to an extent that has created that demand? Are there similar materials already in the collection? To what extent are the materials available elsewhere in the community and library consortium? Can we anticipate, based on our ongoing conversations and engagement, those items and experiences that delight and inspire our community members?” Selection means identifying—and measuring—the impact of collections in the community.

Formats

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria. We strive to be “format neutral”, defining physical and digital collections and content as materials to which we facilitate access for and with our community.

Special Collections

Decatur Public Library maintains a large local history collection which operates under its own [Collection Policy](#).

Networks

No library has the resources available to meet the needs of all users all the time. The library promotes and facilitates resource sharing through interlibrary loan and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our library's patrons.

Deselection

Ongoing evaluation and review of library materials is necessary to maintain a viable collection that meets the library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and/or obsolete materials may be replaced or removed at the professional staff's discretion. Materials that have not circulated in more than 1 year may also be removed. Updated versions may be purchased when indicated. *Staff may use collection analysis software to inform deselection decisions*

Gifts and Donations

Decatur Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. *Decatur Public Library does not accept gifts of self-published materials.* Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sales. Gifts to the library cannot be returned to donor.

Reconsideration of Library Materials

Any citizen may request that the ~~L~~ibrary reconsider materials that are part of the collection. Requests must be made in writing on the form provided for this purpose, ***Request for Reconsideration of Library Material*** (see attached). The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month. The City Librarian will use the findings of the committee to assist his decision regarding the retention of the item. The City Librarian shall include information on any formal complaints, and his decision with regard to the challenged materials, in the monthly report to the ~~Library-Decatur Public Library~~ Board ~~of Trustees~~. The complainant will be notified in writing of the City Librarian's decision.

Review of Policy

This policy will be reviewed by the Board of Trustees biennially in accordance with Illinois statute ([75 ILCS 5/4-7.2](#))

Approval pending

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name: _____

Address: _____

Telephone No.: _____ ~~_____~~ Material Challenged: _____

Author: _____

Title: _____

Type (Format) of Material: _____

I have _____ have not _____ read/viewed the material in its entirety.

Specific nature of the challenge: _____

What do you believe is the theme or intent of the material? _____

_____ ~~A copy of the Decatur Public Library Collection Development Policy has been made available to me.~~

_____ ~~I am acquainted with the Collection Development Policy and believe this material fails to meet the criteria established in the Policy because:~~

_____ ~~I agree that this material meets currently established criteria but I would like the policy modified to exclude such material because:~~

Date _____ Signature of Library User _____

PATRON REQUEST FOR MATERIALS PURCHASE

Date Requested _____

Type of Material Requested _____

Book _____ DVD _____ Audio Book on CD _____ Audio CD _____

Other _____

Title _____

Author _____

Publisher and Date, if known _____

ISBN, if known _____

Where did you hear about requested item? _____

Cite related reviews, ads, etc. _____

Your name and address _____

_____ Zip code _____

Phone # _____ Library Card # _____

Email address _____

Do you want to be informed as to the library's decision to purchase this item?

Yes _____ No _____

Please complete this form and give to a Staff Member at the Reference Desk.

The item you requested for purchase by the Decatur Public Library:

_____ Is now on order.

_____ Is now on order and ready to request. If you wish to reserve it, please bring your DPL library card to the Reference Desk, call 424-2900 ext. 7, or access our online catalog at www.decaturlibrary.org to place a request on this item.

_____ Is already on request for you.

_____ Will NOT be ordered due to the following:

_____ Out of print/No longer available

_____ Cost of item

_____ Insufficient Reviews

_____ Other _____

_____ Cannot be located due to lack of complete information about the title.

Please call 424-2900, Ext. _____ to discuss this with a staff member.

Thank you for your interest in materials to be purchased for your library!

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PATRON REQUEST FOR MATERIALS PURCHASE

Date Requested_____

Type of Material Requested

☐ Book ☐ DVD ☐ Audio Book on CD ☐ Audio CD

☐ Other_____

Title_____

Author_____

Publisher and Date, if known_____

ISBN, if known_____

Where did you hear about requested item?_____

Cite related reviews, ads, etc._____

Please give us information about you, so we can contact you regarding your request:

Name_____

Address_____

_____ Zip code_____

Phone #_____ Library Card _____

Email address_____

Do you want to be informed as to the library's decision to purchase this item?

☐ Yes ☐ No

Please complete this form and give to a Staff Member at the Reference Desk.

The item you requested for purchase by the Decatur Public Library:

☐ Is now on order.

☐ Is now on order and ready to request. If you wish to reserve it, please bring your DPL library card to the Reference Desk, call 424-2900 ext. 7, or access our online catalog at www.decaturlibrary.org to place a request on this item.

☐ Is already on request for you.

☐ Will **NOT** be ordered due to the following:

☐ Out of print/No longer available

☐ Cost of item

☐ Insufficient Reviews

☐ Other _____

☐ Cannot be located due to lack of complete information about the title.

Please call (217) 424-2900, Ext. _____ to discuss this with a staff member.

Thank you for your interest in materials to be purchased for your library!

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name _____

Address _____
City _____ State _____ Zip _____

Telephone Number _____

Material Challenged:

Author _____

Title _____

Type of material _____

☐ I have read/viewed the material in its entirety. ☐ I have not read/viewed the material in its entirety.

Specific nature of the complaint:

What do you believe is the theme or intent of the material?

☐ A copy of the *Decatur Public Library Material Selection and Collection Development Policy* has been made available to me.

☐ I am acquainted with the policy and believe this material fails to meet this policy because:

☐ I agree that this material meets criteria currently established, but I would like the policy modified to exclude such material because:

Signature of Patron _____ Date _____

Received by Staff Member _____ Date _____

Decatur Public Library

Management Pay Scale

2015-2016

Level	Minimum	Maximum
1	28,900	46,500
2	34,700	55,800
3	40,800	66,800
4	47,000	81,500
5	53,000	97,700
6	63,600	117,300
7	79,100	130,400

Approved by Decatur Public Library Board of Trustees 8-20-15

Job Description

3105

LIBRARY ASSISTANT – FULL TIME

DECATUR PUBLIC LIBRARY

NATURE OF WORK

This is beginning level para-professional library work. Work involves varied, advanced clerical and para-professional librarian assignments related to public library service requiring some incidental supervision. Duties do not require previous para-professional experience; however, they do require a level of academic preparation sufficient to enable employees to operate in advanced clerical, technical and general assistant library work. Personnel may be assigned to other areas of the public library.

SUPERVISION RECEIVED:

Work is performed with considerable independence under the direct supervision of a Management supervisor and is reviewed through periodic conferences, records maintained and reports prepared and the observation of results obtained.

EXAMPLES OF WORK (typical work examples, but not limited to the following):

*Work may vary depending on the department designated.

Assists in standard departmental work operations; assists in professional services work in the absence of superiors; provides patron assistance at various public service desks and via telephone.

Assists patrons in selection of library materials; assists patrons in the use of the on-line catalog, Internet/database computers, microfilm readers, copy machines and other equipment.

Provides patron computer assistance; prepares and presents instructional classes for public/staff on computer related topics as assigned.

Assists with library program and event planning.

Reads review publications for materials selection; searches subject choices on the computer; prepares book reviews and lists; uses library vendor software to enter materials orders.

Takes reserves and inter-library loan requests; provides verification information on titles, price, authors and related matters.

Shelves materials such as microfilm and reference collection as directed.

Collects printer/copier fees; maintains files and records on problem patrons as directed.

Assists in the preparation of book displays; assists patrons on the use of library facilities.

Maintains and prepares appropriate statistical and activity reports.

~~Moves large amounts of materials/equipment to and from vehicles and within the library building as directed by supervisor.~~

Performs related work and duties as assigned.

~~Performs general bookmobile library assistant work on assigned routes and stops.~~

Interviews potential home service patrons, selects and delivers materials for deposit sites and home bound patrons; works closely with volunteers to coordinate deliveries.

Conducts story hours and/or other library programs; participates in training activities for school children.

Job Description
Library Assistant - Full Time
Page 2

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Considerable knowledge of books, authors and book publications.
Some knowledge of principles and practices of library science.
Some knowledge of office practices and procedures.
Knowledge of the Dewey Decimal library classification system.
Ability to learn the library's automated computer system/catalog and stay current with related updates and procedures.
Ability to learn library clerical processes and para-professional work assignments within a reasonable period of time.
Ability to prepare standardized library statistical and activity reports.
Ability to work independently, which may require independent study at home, under limited supervision after a period of training .
Ability to follow moderately complex oral and written instructions.
Ability to lift and carry boxes of library materials.
Ability to deal with the public and employees in general and difficult work situations.
Ability to work well with patrons of all ages.
Ability to work evening and/or weekend hours as required.
Ability to perform repetitive motion tasks with full range of mobility.
Must have adequate eyesight, depth perception, and color vision to perform duties.
Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation meeting all relevant safety regulations.
Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

REQUIRED TRAINING AND EXPERIENCE:

Graduation with a B.A./B.S. from an accredited university

DESIRED TRAINING AND EXPERIENCE:

Graduation with a B.A./B.S. from an accredited university, preferably with B. A./B. S. with a specialization in the social sciences; post graduate courses in library science; some experience in general library work; or any equivalent combination of training and experience.

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Comment [RM1]: I'm thinking we want an actual Bachelor's here, not equivalent.

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Pay Grade 18

Adopted CSC – 7/06/2006
Revised & Adopted CSC – 3/02/2010

Job Description

3123

Librarian

Decatur Public Library

Nature of Work

This is specialized professional library work involving the provision of information to individuals.

Work involves the supervising and physical maintaining of any of the library's collection areas as assigned, supervising selection of materials for this collection, planning and promoting programming, providing library users with requested information, and managing library operations when assigned librarian-in-charge.

Supervision Received

Work is performed with considerable independence under the guidance of the division head. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

Supervision Exercised

Exercises supervision over staff and volunteers within the division as assigned.

Comment [RM1]: As LIC, isn't this broader than 'within the division'?

Comment [ATH2R1]: Correct

Examples of Work (typical work examples, but not limited to the following)

Assists library users in locating and securing information and reading materials in print and non-print sources.

Instructs library users on the use of reference materials and other resources.

Reviews, selects, and maintains materials in all formats for assigned area of responsibility.

Provides verification information on book titles, prices, authors, and related matters.

Comment [RM3]: Is this necessary?

Comment [ATH4R3]: I'd say no

Develops displays for various public areas to promote library materials.

Plans and organizes assigned work and prepares appropriate work reports.

Comment [RM5]: I like this in theory. We don't do much of it, but I think it may be worth keepit.

Represents the library to appropriate community groups and agencies and at appropriate agency functions.

Comment [ATH6R5]: I think all positions need it as we represent the library in the community on an everyday basis.

LIBRARIAN
DECATUR PUBLIC LIBRARY
Job Description
Page 2

Conducts tours through the library's adult division.

Develops and implements library programs that appeal to a diverse demographic, under the guidance of assigned supervisor.

Participates in at least 15 hours of continuing education annually.

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skills

Considerable knowledge of principles and practices of library science.

Considerable knowledge of authors and materials in all formats.

Ability to deal with the public and employees in general and difficult work situations.

Ability to work independently under general supervision.

~~Desired~~ Required Training and Experience

Graduation from an ~~approved~~ ALA-accredited university with a Masters Degree in Library Science ~~from an ALA-accredited university.~~

Desired Experience

Previous experience in a public library preferred.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 3

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DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy and Public Relations Committee

Thursday

October 4, 2018

4:30 p.m.

Decatur Public Library Board Room

AGENDA

- I. Call to order – Aaron Largent
- II. Approval of agenda
- III. Minutes
 1. Minutes of September 6, 2018 meeting
- IV. Communication from the Public
- V. Old Business
 1. Annex Demo/Parking Lot
 2. Collection Development Policy
 3. Website Update
 4. Other
- VI. New Business
 1. Job Descriptions
 2. Salary Scales
 3. Other
- VII. **Public comments** – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org