



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy and Public Relations Committee

Thursday

September 6, 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 August 2, 2018 meeting
- IV. Communication from the Public
- V. Old Business
 1. 3D Printer Policy
 2. Other
- VI. New Business
 1. Collection Development Policy
 2. Annex Demo
 3. Website Update
 4. 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



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3D PRINTER POLICY

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The Library reserves the right to refuse any 3D print request.

A fee will be charged to cover the materials used in printing.

Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.

Hands-on access to the 3D printer is designated by the library.

PROCEDURES

The procedure for printing from the Library's 3D printers is as follows:

- I. Design creation:
 - a. The 3D printer can be used with basic knowledge of 3D modeling software products.
 - b. Any 3D drafting software may be saved in .stl, .obj, or .thing file format.
 - c. The Library has computers that may be used to create a design.
 - d. Digital designs also are available from various file-sharing databases such as Thingiverse.com.
- II. Submitting a design for printing:

- a. Persons wanting to use the 3D printer shall bring their file (in .stl, .obj, or .thing file format) (preferably no larger than 25MB) to the library during open hours. If there is high demand, the Library will schedule only one print per day per person or entity.
 - b. The files will be readied for printing in authorized software. The Library will view all authorized software before printing.
 - c. Wait/pickup time: Items may be picked up at the Circulation counter. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
- III. Please note that procedures governing the use of the Library's 3D printers are subject to change.

DECATUR PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Community Description

Decatur Public Library serves the residents of the City of Decatur, Illinois. The fifth largest city in Central Illinois, Decatur encompasses 46.91 square miles and had a population of 76,122 at the 2010 Census. Decatur is a diverse community comprised of 72 percent Caucasian; 23 percent African American; 2 percent Hispanic or Latino and 0.9 percent Asian residents (U.S. Bureau of the Census, Census 2010).

Service Roles

In accordance with its mission, the Library strives to select, acquire and organize materials which:

- Allow residents to pursue information, knowledge, recreation, and culture through the use of the library's collection.
- Meet the need for information and answers to questions on a broad array of topics related to work, school and personal life.
- Address the desire of community residents to know and better understand personal or community heritage.
- Help satisfy the need for information about elected officials and governmental agencies that enable people to participate in the democratic process.

General Selection Principles

In order to best meet the needs of the community it serves, the library must have an understanding of the community and its citizens. The Library's collections, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community. An awareness of the adequacy and availability of resources in other agencies and institutions is also essential to effectively define and develop the library's role in the community. Decatur has an extensive system of public and parochial schools and also serves the students and faculty of Millikin University and Richland Community College in Decatur. While the library provides no direct curriculum support, the library does strive to work cooperatively with agencies, organizations, businesses, other libraries and the educational community to ensure that the Library meets the needs of its users and to avoid duplication of services.

The library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community. Creative works in all media are chosen, in so far as possible, to meet the wide variety of cultural and recreational needs of the community. Works treating all aspects of human experience, theoretical ideas, historical topics, and current issues will be available to Library users. The nationality, religion, or political views of an author or artist will not cause his or her work to be automatically included or

excluded. Nor will the controversial nature of certain subjects, authors, or language be cause for automatic inclusion or exclusion. Each item will be selected on its individual merit and role in the collection.

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.

Selection Criteria

There is no single standard that can be applied in all cases when making a selection decision. Each type of material must be considered in terms of its own merit and the intended audience. Some materials may be judged primarily in terms of artistic merit, scholarship and/or their value as human expression; others are selected to satisfy the informational, cultural, recreational, and entertainment needs of the community. Items selected should meet several, but not necessarily all of these criteria in order to be added to the collection.

The addition of any item to the library collection in no way represents an endorsement by the library of any theory, idea or policy contained in it.

Generally, selection of materials will be based on the following criteria:

- Quality and suitability of physical format for library use
- Appropriateness of subject and style for intended audience
- Present and potential relevance to community needs and interest
- Insight into human and social conditions
- Importance as a document of the times
- Relationship to existing collection and other materials on subject
- Authority and reputation of the author, editor, illustrator, publisher
- Price
- Demand

Non-Fiction

Specific criteria apply to selection of works of information and opinion. These include:

- Accuracy of content
- Timeliness of information
- Authority

- Comprehensiveness and depth of treatment
- Objectivity
- Clarity, accuracy, and logic of presentation

Fiction

Specific criteria apply to selection of works of imagination. These include:

- Sustains reader interest
- Vitality and originality
- Artistic presentation
- Effective characterization
- Authenticity of historical or social setting
- Representative of important genres, trends, or national culture
- Popularity of author

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.

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.

Decatur Public Library is the largest member of the Illinois Heartland Library System (IHLS), one of 3 library systems in Illinois. IHLS is a multi-type library cooperative serving 545 libraries, including academic, public, school and special libraries in Central & Southern Illinois. Membership in IHLS allows the library to maximize the scope and quality of the materials available to Decatur Library cardholders, by offering them the

option to request materials from other IHLS libraries for their use. A fee may be assessed for interlibrary loan requests.

Materials not available at the Decatur Public Library or IHLS may be requested on interlibrary loan through the State of Illinois Online system or nationally through OCLC (Online Computer Library Center). Decatur Public Library will only place OCLC requests for Decatur Public Library cardholders.

Reconsideration of Materials

Any citizen may request that the Library 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 Board. The complainant will be notified in writing of the City Librarian's decision.

Intellectual Freedom

The library has adopted the American Library Association intellectual freedom statements found in the appendix.

Requests

The Library encourages requests for purchase of specific titles or subject areas with the understanding that not all such requests can be accommodated. Patron requests will be considered using the same factors that govern all selection decisions. Patrons should submit requests on the appropriate form, ***Patron Request for Material Purchase*** (See attached).

Gifts

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. Generally, gifts not added to the collection will be donated to the Friends of the Library for their book sale.

Collection Maintenance

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.

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](#))

Adopted by the Board of Trustees October 16, 2014, revised October 20, 2016.

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

Date

Received by Library Staff Member

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.

Form 207 Revised 9/12

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!

Appendix

[Library Bill of Rights](#)

[ALA Freedom to Read](#)

[ALA Freedom to View](#)



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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 through this content.
- Through our collections we work to facilitate equitable experiences for engagement, education, and inspiration.

Principles

- The library advocates for broad participation in the library, 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.

Scope

The library develops a meaningful, evidenced-based collection that is positioned to meet the needs 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*
- *National and international news and events*
- *Publishing and social trends*
- *Professional reviews and journals*
- *Collection analysis software*
- *Staff professional expertise.*

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

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Networks

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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 sale. Gifts to the library cannot be returned to donor.

Reconsideration of Library Materials

Any citizen may request that the Library 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 Board. The complainant will be notified in writing of the City Librarian's decision.

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Approval pending

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Telephone No.: _____  Material Challenged: _____

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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.

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

