

HILLSIDE PUBLIC LIBRARY

E-MEDIA COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The Hillside Public Library provides materials and services to help community residents obtain information meeting their personal, educational, and professional needs. Special emphasis is placed on supporting students at all academic levels and on stimulating young children's interest and appreciation for reading and learning. The Library serves as a learning and educational center for all community residents.

PURPOSE OF E-MEDIA COLLECTION DEVELOPMENT POLICY

The e-media (electronic media) collection development policy is intended to provide guidance, within budgetary and availability limitations, for the selection and evaluation of e-materials which anticipate and meet the needs of the Hillside community. It directly relates the collection to the library's mission statement, and defines the scope and standards of the e-media collection.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The e-media collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

SCOPE OF THE COLLECTION

The Library's e-media collection consists of downloadable e-books, e-audiobooks, and streaming video which are selected, acquired, or licensed by the Library for patron use. Within the scope of the Hillside Public Library Mission Statement, it is the aim of the library staff to develop a diverse e-media collection which is adequate to support popular general interest and initial study. Because the library serves a public embracing a wide range of ages, education backgrounds, and reading skills, staff will always attempt to select material of varying complexity.

DESCRIPTION OF THE HILLSIDE COMMUNITY AND CLIENTELE SERVED

The primary clientele the Library will serve are the residents of the Village of Hillside, Illinois. Total population of Hillside, as of the 2010 census, is 8,157. The Library will serve the businesses and organizations of the village by supplying materials and information. The Library will also serve those non-Hillside patrons who belong to other Library System libraries within the rules and regulations set by the RAILS Library Systems and will honor existing intersystem reciprocal borrowing agreements within technical and licensing restrictions set by OverDrive. The Library will serve persons without regard to sex, race, age, color, creed, religion, or disability.

RESPONSIBILITY FOR SELECTION

Responsibility for the collection rests with the Library Director, who involves other qualified and knowledgeable members of the staff in the responsibility for materials selection, under the authority of the Library Board of Directors.

SELECTION OF MATERIALS

Criteria for Selection:

The library must continually assess new e-media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with e-media, in addition to following the *Materials Selection Policy's* selection criteria, the following factors are considered:

1. Anticipated improvements in information storage and retrieval
2. Patron demand
3. Quality of the product
4. Ease of use and accessibility
5. Equipment requirements
6. Cost
7. Staff requirements for processing, maintenance, and training
8. License agreement and vendor support

WEEDING AND REPLACEMENT OF MATERIALS

The library keeps the e-collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are:

1. Outdated
2. Of little historical significance
3. No longer in demand.
4. Readily available at other nearby libraries.

RECONSIDERATION OF MATERIALS

Statement about intellectual freedom:

In the Bill of Rights to the United States Constitution, the founders of the United States declared that certain fundamental freedoms should be essential to all citizens. A primary example is the freedom of expression and the right to publish diverse opinions and the right to unrestricted access to those opinions. The Board of the Hillside Public Library is committed to full and free use of all communications media and accepts the responsibility to ensure that the content of these communications are accessible to all without prejudice.

This Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for oneself books or library materials which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom to read or freedom

to view of others. (See Appendix #1, #2, and #3 of the *Materials Selection Policy* for more details)

This Board defends the principles of the freedom to read and declares that whenever censorship is involved no book or library material shall be removed from the Library save under the orders of a court of competent jurisdiction.

Materials complaint procedures:

If a patron objects to an item in the Library collection, he or she should be given the “Request for Reconsideration of Library Materials” form to fill out, located in Appendix 4 of the *Selection Policy*. If the form is completely filled out, a meeting between the patron and the Library Director is arranged.

If an objection from a Hillside resident is not completely resolved, the resident is invited to bring the matter to the Board’s attention at the next regularly scheduled Board meeting. A decision by the Library Board and the Librarian to keep an item in the collection will stand unless a subsequent judicial decision is rendered that the material should be removed from the collection.

REVIEW OF THE MATERIALS SELECTION POLICY

The Board of Trustees shall establish and review the written policy for the selection of library e-materials as needed. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy.