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COLLECTION DEVELOPMENT PLAN

INTRODUCTION

ACKNOWLEDGEMENTS

THIS DOCUMENT IS THE PRODUCT OF THE STAFF OF THE Naperville Public Libraries. The following staff members contributed to this document: Amy Girmscheid, Kay Rinella, Terry Rettberg, Bobbie Rudnick, Alan Willis, Sue Hartman, Peggy Curran, Donna Pistolis, Jodi Sapita, Betty Wampach, Marsha Hanson, Monica Biegel, and Julie Rothenfluh.

PURPOSE

THE PRIMARY PURPOSE OF THIS DOCUMENT IS TO PRESENT a formal statement concerning how the libraries attempt to serve the needs and expectations of the citizens of the Naperville communities. The second purpose of the document is to outline the methods and philosophies of material selection and, accordingly, to act as an information resource for selection librarians, public services staff and others interested in the collection.

DESCRIPTION

THIS DOCUMENT IS DIVIDED INTO TWO MAIN SECTIONS, one for each of the library collections: Adult Services Department and Children's Services Department. Within each section, specific portions of the collection are described. Adult Services is divided by the Dewey Area for non-fiction materials, genre for fiction and format for AV materials. Included in this section is a description of the young adult collections. Young Adult nonfiction materials follow the same selection criteria as adult nonfiction materials. The Children's Services entry is divided by nonfiction, fiction formats and AV formats.

LIBRARY DESCRIPTION

THE NAPERVILLE PUBLIC LIBRARIES currently consists of two facilities, the Nichols Library and the Naper Boulevard Library. The Nichols Library, located in downtown Naperville, houses a collection of 385,000 items. It houses a dynamic and diverse reference and circulating collections. The collections include a variety of formats, print, video, DVD, CDs, audio and electronic databases and are developed to meet the varied informational needs of Naperville patrons, from children's needs to the adult research level. The Naper Boulevard Library, located in southeast residential Naperville, houses 150,000 items. Naper Boulevard Library houses a smaller reference and circulating collections focusing on popular materials. In order to serve the growing Naperville community, the Libraries are planning for the construction of a new, 73,000 square foot facility in the southwest sector of the city. The focus will be on popular materials and technology.

COMMUNITY OF NAPERVILLE

NAPERVILLE'S POPULATION IS APPROXIMATELY 130,000, making it the third largest city in Illinois. Naperville is located in the far western suburbs of the Chicago metropolitan area. The estimated average income exceeds \$87,000 and the average home is worth over \$300,000. The community consists primarily of upper middle class families. Over 30,000 of the populace are Baby Boomers, between 35 and 50 years of age. The religious makeup is primarily Christian, but Judaism, Hinduism, Buddhism and Islam are all represented.

The Naperville community serves nine middle schools, four high schools and one college along with four satellite colleges. The business community is diverse with representation from major research and technology businesses such as Lucent, Nalco, Tellabs and from governmental research centers such as Argonne National Laboratory and Fermi National Laboratory.

SELECTION PROCESS

SELECTION GUIDELINES

SELECTION IS A DISCERNING AND INTERPRETIVE PROCESS, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, awareness of the bibliographies of the subject, and recognition of the needs of the community.

- 1) Criteria: Literary merit; enduring value; accuracy; authority; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format. Other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection to include varying viewpoints and opinions and to meet patrons' needs.
- 2) Tools: Professional journals; trade journals; subject bibliographies; publishers' catalogs and promotional materials; reviews from reputable sources; lists of recommended titles; electronic resources; and vendor information. Purchase suggestions from patrons are also an important source.

Standard review sources include but are not limited to the following: *Booklist*, *Bulletin of the Center for Children's Books*, *Chicago Tribune Book Section*, *Horn Book*, *Kirkus Reviews*, *Klaitt*, *Library Journal*, *Publishers Weekly*, *School Library Journal*, *VOYA*, *Wilson Library Bulletin*.

More specialized review sources may be mentioned in their respective collection development profile.

- 3) Goals: Materials are selected in conjunction with the mission of the Naperville Public Libraries and the goals stated in the policy statement of the Materials Selection Policy #261.
- 4) Scope: Materials selected for the Libraries collections are intended to meet the cultural, informational, educational, and recreational needs of the residents of Naperville. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library user needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Libraries encourage the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The collection scope is intended to provide supplemental materials only for individuals pursuing educational programs and a beginning point for those seeking more advanced information or materials. The emphasis is on acquiring materials of wide-range interest to the general public. For instance, history materials at all levels are purchased because the general public is interested in them. The collection is not archival and is reviewed on an ongoing basis to meet contemporary needs.

- 1) Format: Materials are purchased in the most appropriate format for Library uses. Books are generally purchased in hardcover editions because of their durability. However, paperback editions may be purchased, and are preferred in cases where the hardcover is extremely expensive and the title would either be used infrequently or is of an ephemeral nature. Paperbacks are often purchased as added copies of popular titles to meet patron demand and as a part of the paperback collection. Library editions are purchased for heavily used titles in the Children's Department because of their durability.

Formats include print, audiovisual materials and ebooks. The Libraries recognize the place for non-print formats in the collection as legitimate educational and recreational resources for the community it serves. The Libraries monitor the development of new formats and, within budgetary and technical limitations, add these to the collection.

- 2) Treatment: Treatment most frequently describes the style and, indirectly, the intended audience of a work: popular, scholarly, and humorous are some of the categories used. Treatment may be appropriate or inappropriate for the subject and the intended audience, but it is something that is judged on a title-by-title basis. A variety of treatments are desirable for many subjects.
- 3) Level of Difficulty: The range of difficulty starts with board books and easy nonfiction, and progresses through graded readers to college level books and beyond. Materials intended for professionals in a field are bought when general introductory and intermediate level materials already exist in the collection, or when these levels are included in the same work.
- 4) Archival: The term, archival refers to the holding policies of part or all of the collection. At the Naperville Public Libraries, current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage. Old editions are withdrawn when new ones are received or when the contents is incorrect or out of date. The present amount of use an item receives outweighs future use. No extraordinary effort is made to preserve or protect the last copy of any title in the collection.

GIFTS

GIFTS TO THE COLLECTION CAN MADE IN THE FORM of money or actual materials. Gift plates and letters of acknowledgement are appropriate stipulations by a donor, but any other requirements will not be honored. All gifts become part of the general collection and should not require special circulation procedures. Gifts of books and other library materials are gratefully accepted by the Libraries with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection Policy. The Libraries reserve the right to sell or otherwise dispose of gift materials not added to the collection.

WHEN A PATRON OFFERS TO GIVE BOOKS, hardcover and/or paperback, or AV materials to the Libraries, the following guidelines apply. Any materials donated to the Libraries become property of the Libraries and may be added to the collection according to its collection management guidelines. All donations must be outright and unconditional. Items not added may be offered for sale or transferred to other institutions. Donations include books, audio books, CDs, and videos in good condition. Magazines, journals, home videos, books which are moldy, have loose, missing or defaced pages, or have no covers are not accepted. If there is a question about these guidelines or a special situation, the patron should be referred appropriate staff or the Deputy Director.

INTER LIBRARY LOAN

INTERLIBRARY LOAN SERVICE IS PROVIDED TO our patrons for their convenience. This facilitates our patrons in obtaining materials that are not currently available in our collections or no longer in publication. This service may involve a nominal fee. The purpose of this service is to supplement the NPL collections and provide information to our patrons in a timely and effective manner.

MULTIPLE COPIES

MULTIPLE COPIES ARE PURCHASED ON A REGULAR BASIS. The typical copy ratio is two copies for Nichols and one copy for Naper Blvd. Multiple copies are ordered to meet patron demand at each library facility. Once patron demand reaches four holds to one copy ratio, additional copies are ordered accordingly. The ratio used for audiovisual items is six hold to one copy.

STANDING ORDERS

Standing orders are agreements with vendors for the automatic shipment of predetermined titles by certain authors or specific series, editions, publishers, lists, etc. Standing orders, particularly for fiction, reference materials, and serial titles, have been established with various vendors that provide numerous formats. Many nonfiction and audiovisual items are also obtained through standing order.

Many of the reference print titles are now available electronically and may be supplemented accordingly.

MENDING & BINDERY GUIDELINE

WHEN A BOOK IS RETURNED DAMAGED OR IN POOR CONDITION, circulation staff will send it to corresponding departments for review. Staff will determine the need to replace, mend, rebind or withdrawn from the collection.

Care is exercised and very selective decisions made in sending books to the bindery. In many cases, it is more cost efficient to buy a replacement or to buy a newer item on the same topic. Mending is conducted under the following circumstances:

- ✓ Plastics covers needing replacement;
- ✓ Spine label, genre label, label-lock replacement;
- ✓ Broken spines are taped or glued when the binding is broken in no more than two places;
- ✓ Disconnected covers are re-taped only once;
- ✓ No more than 5 loose pages are glued in;
- ✓ Torn or damaged spines are taped once;
- ✓ Mass Market Paperbacks: Staff performs basic triage, i.e. tape covers, pages, etc. No extraordinary means will be taken to mend a paperback. Once minor mending is conducted, the book will circulate until discarded.

Some books are un-mendable and are discarded according to the following criteria:

- ✓ Bindings broken in several places;
- ✓ Numerous loose pages due to dried-out glue or broken stitches;
- ✓ Missing pages or parts of pages. Obtaining photocopies of the missing pages and gluing them in is not cost-effective;
- ✓ Wet, stained, smelly or chewed materials;
- ✓ Items that have been extensively written in or highlighted;
- ✓ Anything that has been repaired once.

Re-binding is reserved for titles that cannot be replaced or would be too costly to replace. In judging which books should be sent to the bindery, the following guidelines are followed:

- ✓ Out-of-print books which are of high value to the library collection;
- ✓ One volume of a set which is still in good condition and important to the collection;
- ✓ Expensive books which are important to the collection;
- ✓ Books that are popular and circulate well.

Books that do not go to the bindery include the following:

- ✓ Mass marker paperbacks;
- ✓ Books which have already be rebound;
- ✓ Older books that have yellowed or brittle paper;

- ✓ Books which have an inside gutter of less than 1/2" and/or outside margins less than 3/8";
- ✓ Ephemeral materials; time-dated materials (medical books, tax books) which are close to being out-of-date; materials which are automatically withdrawn after a set number of years (travel books such as Fodor's, Frommers, etc.);
- ✓ Books for which there are duplicate copies;
- ✓ Any book presently in-print, unless very expensive;
- ✓ Out-of print books should be judged by the general weeding guidelines; if there are newer titles on the same subject and the book is not a classic, withdraw it rather than rebind;
- ✓ Books with a substantial number of pages missing.

Books that cannot be repaired or rebound according to the above guidelines should be withdrawn from the collection.

The following new items are automatically sent to the bindery, even before processing:

- ✓ All spiral bound adult nonfiction;
- ✓ Comic Books;
- ✓ Adult nonfiction paperbacks with glossy pages;
- ✓ Adult reference donations, which are not properly bound.

WEEDING

WEEDING, OR DE-SELECTION, IS CONDUCTED ON A REGULAR BASIS. The Libraries use the CREW method for de-selection: Continuous Review, Evaluation, and Weeding. The responsibility for de-selection of library materials rests with the professional library staff assigned to specific subject areas. With the centralization of selection and acquisition processes, the staff mentioned above is expected to maintain, (i.e. weed, replace, etc.) the collection on a regular basis.

More specific weeding guidelines can be found in the Weeding Plan.

CHILDREN'S DEPARTMENTS

DEPARTMENTAL OVERVIEW

THE NAPERVILLE PUBLIC LIBRARIES YOUTH SERVICES DEPARTMENTS serves the children of Naperville from infancy through grade five, as well as parents, teachers and other youth caregivers. Secondly, services are available to middle school students (grades 6—8) when materials best meet their needs.

The purpose of the collections is to provide print and non-print materials for the informational and recreational needs of its users. The collections features current, high-demand, high-interest materials, fiction and non-fiction. Print materials include books, both circulating and reference, and periodicals. The Youth Services Departments subscribe to more than 60 periodicals of interests of children and their caregivers. The no-print collection, AV and electronic, includes cassettes, compact discs, CD Roms, videos, books on tape, e-books, and Internet access.

The staff strives to connect users with materials either on site or by phone, fax, or Internet. The Naperville Public Libraries Youth Service Departments provide a collection that supports the library mission to make a positive difference in the community by providing excellence in library service.

NONFICTION

Collection Overview: The nonfiction collection consists of materials that meet the informational and recreational needs of children and is divided into two sections: easy and juvenile. Easy books are for children through second grade, juvenile books through fifth grade. These collections are shelved separately; however, they are to be inter-filed in order to make the books more accessible to patrons. The collection is particularly strong in fairy tales, Ancient Egypt, sports, and biographies.

Influencing Factors: The nonfiction collection is heavily used to complete homework assignments. Topics such as Ancient Egypt, the Middle Ages, the Civil War, science projects, biographies and making musical instruments are common assignments. Other highly requested subjects include dinosaurs, crafts, Illinois history, and animals.

There are many active scouting groups in the area. For this reason, the library maintains a collection of Boy Scout merit badge books, as well as handbooks for other scouting groups.

Selection Plan: The standard selection tools are used, and publishers' catalogs consulted to fill gaps in the collection.

Retention & Weeding: Regular weeding, based on use and condition of material, is conducted. Content is examined for inaccurate or outdated information and replaced with newer material when appropriate.

Development Plan: The continued weeding of the collection is a primary goal. A nonfiction collection that has both depth and breadth, with accurate and timely material is essential. In particular, books on disabilities, bilingual books, and scouting books are examined.

Prepared by Marsha Hanson, 2000.

EASY BOARD BOOKS

Collection Overview: The board book collection is geared for babies and toddlers. These books have cardboard pages, which make them durable. Many board books deal with basic concepts, such as counting and colors. Stories in this collection are simplified and may be adapted from picture books. A board book is identified by a blue dot on its spine.

Influencing Factors: Board books with pull tab, pop-ups, or lift-the-flaps are generally not purchased.

Selection Plan: Board books are not regularly reviewed in journals. *Publisher's Weekly* has the most consistent listings of new board books, although it does not review them. The most comprehensive collection of board books is found in the *Bookmen's Board Books* catalog, published twice a year. Publisher's catalogs are also used to select new board books.

Retention & Weeding: The board book collection is weeded regularly. Due to the fact that very young children handle these books, pages get bent, corners are bitten, and covers are eaten. It is a necessity to maintain this collection and discards those titles no longer in circulating condition.

Development Plan: Heavy usage results in the continual maintenance of the board book collection as a popular collection of books for younger patrons.

EASY FICTION

Collection Overview: The easy fiction collection consists of picture books. These storybooks have an emphasis on illustration. The majority of easy fiction titles are read aloud to children.

Influencing Factors: Easy fiction titles are mainly used for recreational use. Many titles may also supplement educational curriculums. Books with pull-tabs, pop-ups, or lift-the-flaps are not purchased due to their fragile nature. In most cases books based on television characters are not selected. Paperbacks are rarely purchased.

Selection Plan: Standard selection review journals are consulted. Patron suggestions are considered. Award winning titles, particularly Caldecott award-winning and honor books, are automatically purchased, as are titles by established authors.

Retention & Weeding: Easy fiction titles circulate as long as they are in good condition and continue to circulate. Worn copies of classics may be retained if the title is no longer in print.

Development Plan: The easy fiction collection is maintained as a popular collection of titles that meets the needs of the community.

EASY READER FICTION

Collection Overview: This collection is intended for those beginning to read, usually through grade two. These titles may contain word lists, controlled vocabulary, large print, and short chapters. Many of the publisher series within this collection have reading levels indicated on the books. The focus of these books is on the text rather than the illustrations.

Influencing Factors: Titles from established series and authors are in demand. Books that deal with phonics are especially popular. Due to the heavy use of this collection, paperbacks are not purchased.

Selection Plan: Easy readers are not consistently reviewed in journals. *Booklist* is the most comprehensive review source, publishing easy reader reviews in certain issues throughout the year. Approximately ten easy reader series are on standing order and received automatically.

Retention & Weeding: Books are kept as long as they are in good condition and continue to circulate.

Development Plan: This collection should be maintained as a high-demand collection, focusing on a variety of beginner reading levels.

JUVENILE FICTION

Collection Overview: The J Fiction collection consists of titles meeting the educational and recreational needs of students in second through fifth grade. Every effort is made to provide books, both contemporary and classic, on a variety of topics and themes. All major genres, such as mystery, adventure, sports, science fiction and historical fiction are represented. Multiple copies of books that have won children's literary awards, including the Newbery and Rebecca Caudill Awards are purchased.

Mystery, science fiction and large type books have special labels on the spine. At Nichols, selections of popular paperback series books are shelved separately. At Naper Blvd., all series books are shelved separately.

Influencing Factors: Since the goal of the library is to provide high quality books, the majority of selection is based on reviews. However, books that are in high demand are also purchased. For this reason, books that are recommended by patrons are always considered for purchase. Multiple copies of books on the Battle of the Books list are

purchased. Popular paperback series are also purchased, although they are not always reviewed.

In order to meet the needs of the growing number of patrons with special needs, we are continuing to develop our large type collection for young readers.

Selection Plan: Standard library sources are consulted in the selection of new books. Publisher's catalogs are perused in order to identify upcoming titles of popular authors.

For older titles, *Best Books for Children* and other bibliographic resources are consulted.

Since popular paperback series' are generally not reviewed, B&T and BWI catalogs are used. We do not buy books based on television characters unless there is some literary value or high patron demand.

The number of copies bought depends on the review and the needs of the patrons. The ratio between NID and NAPER BLVD is three to one. When a book has a favorable review in a journal, two copies are bought for NID and one copy for NAPER BLVD. When it is a starred review, NID gets three copies. The ratio increases to five and two for popular authors and Rebecca Caudill books; it increases to ten and five for extremely popular authors and for the Battle of the Books.

Since large type books go out of print quickly and the selection of titles is limited, this collection is a priority. We generally buy one copy of children's titles that are available with the exception of those titles that are not owned in regular print. For titles in high demand, two copies are purchased.

Retention & Weeding: Weeding is done regularly based on use and condition of material. Titles are replaced, as needed based on demand. Books in poorer condition are retained if have proven popularity and replacement is not possible. In depth, weeding is done yearly. Regular maintenance weeding is done throughout the year.

Development Plan: The fiction collection is maintained at the current level to meet patron interest and demand. An effort under way to meet the diverse recreational needs of its patrons and to replace worn titles with new copies.

SPECIAL COLLECTION

Collection Overview: This collection contains materials intended for use by adults - parents, teachers, and childcare providers. Areas of emphasis include:

- 1) books dealing with educational needs of children (enrichment activities, programming aids);
- 2) books on parenting and child development; bibliotherapeutic materials specifically designed for an adult to use with a child (such topics include divorce, sexual abuse, death);

- 3) current and older, but still useful, editions of bibliographic reference works (*A to Zoo*) or readers' advisory materials (*Books Kids Will Sit Still For*);
- 4) books offering suggestions for entertaining children (activities, crafts, family outings);
- 5) books related to children's literature or literary figures.

Influencing Factors: Childcare providers and teachers researching activities for the children in their care heavily use this collection. We are also seeing more use by home schoolers looking for materials to assist them in preparing lesson plans, presenting information and planning activities. Many parents look for parenting information while here with their children. For that reason, some materials may duplicate holdings in the adult nonfiction collection. We will also consider the needs of adults and students looking for information on children's literature and children's authors. Materials to support staff in their programming activities are also considered.

Selection Plan: Review sources include the standard selection tools for children's materials (*School Library Journal*, etc.) and catalogs of publishers specializing in parenting and teacher resources (Fearon, Free Spirit, Mailbox, etc.), as well as suggestions from patrons and staff.

Retention & Weeding: Books are weeded based on condition, usage and currency.

Development Plan: This collection is undergoing extensive evaluation. We have eliminated the fiction and easy nonfiction sections of the collection, integrating them with the regular circulating collection. Money has been earmarked to update the collection in an effort to reverse the downward trend in use of the collection. The focus of the Special Collection will be to contain materials for adults or for adults to use with children. Currently, only Nichols library houses Special Collection materials in a separate location. Consideration will have to be given on how to handle this for the third site.

STORY HOUR

Collection Overview: The story hour collection is for staff use. These books are not available to the public. The story hour collection is utilized in library programs. The majority of the books in this collection are duplicates of titles in the Libraries' circulating collection. In order to preserve classics that are no longer published, last copies of titles may be placed in this collection. A story hour book is labeled with an orange sticker on its spine.

Influencing Factors: Books in this collection should have mass appeal, in both story and illustrations. Books with pull-tabs, pop-ups, and lift-the-flaps may be purchased for this collection, due to their non-circulating status. The most heavily purchased story hour books are intended for a preschool audience.

Selection Plan: Review journals are used to select items for the juvenile story hour collection. Staff suggestions of books are also a major factor in selection for this area.

Retention & Weeding: Unless a book gets damaged or a newer version of an existing title is published, the juvenile story hour collection is a permanent one that is not weeded.

Development Plan: The juvenile story hour collection should be maintained as a large collection of titles with programming appeal.

REFERENCE

Collection Overview: This collection supports the reference needs of children through 5th grade. Professional materials for librarians, teachers and parents are included, especially in the area of children's literature and readers' advisory.

Influencing Factors: This collection contains materials that meet children's personal interests as well as materials to assist them with school assignments. Some topics of heavy use may duplicate materials in the circulating collection (state books, ancient cultures, American history, and holidays). Materials to support staff as well as educators and parents are considered.

Selection Plan: The standard selection tools are used for the reference collection. Many items are on standing order (*World Book Encyclopedia*, almanacs, *Something About the Author*) to ensure that the latest edition is in our collection. Works in the circulating collection that are heavily used for assignments may also be purchased for the reference collection.

Retention & Weeding: Weeding is done at least yearly to remove out-dated materials. Older editions, especially of encyclopedias, almanacs and collector's guides, are moved to the circulating collection. Some bibliographic and reader's advisory tools may be moved to the Special Collection.

Development Plan: Attention must be given to online and non-print resources that are appropriate for children.

AUDIO VISUAL

SOUND RECORDINGS

Collection Overview: The current collection is mostly popular children's artists, movie soundtracks and holiday music. Our CD collection is growing; the collection does house cassettes, but cassettes are no longer purchased.

Influencing Factors: Use of cassettes has decreased; use of CDs has increased dramatically. We purchase mostly popular music and patron requests are always considered.

Selection Plan: Standard review sources are considered, along with publishers' catalogs (Kimbo, Educational Music). Grammy nominees and award winners are purchased.

Retention & Weeding: Currently, condition is the main factor in weeding; use is also considered.

Development Plan: We will continue to purchase CDs as the preferred media over cassettes. We will continue to focus on popular children's performers, soundtracks and holiday music.

KITS

Collection Overview: There are currently two types of kits in our collection: the traditional book and audio cassette (or CD) kit and the multimedia kit containing audio, video and book (Hooked On Phonics, Muzzy foreign language instruction). Most are the traditional kits, mostly fiction, but also nonfiction.

Influencing Factors: The book/cassette collections are heavily used by beginning readers and during vacation travel times. Preference is given to titles for which we already own the book.

Selection Plan: Selection is made primarily from publisher's catalogs (Weston Woods, Regent, Spoken Word) and reflects the print collection.

Retention & Weeding: Damaged items are weeded and considered for reorder based on use. Items with low circulation may also be weeded.

Development Plan: We will continue to replace worn and damaged items and monitor use and space considerations. More book/CD kits are appearing, but do not yet match the numbers of book/cassette kits available. We will continue to evaluate the new format.

VIDEO/DVD

Collection Overview: This collection contains fiction and nonfiction videos/DVDs that meet the educational, information and recreational needs of children from birth through 5th grade.

Influencing Factors: Our video collection is very heavily used. There is constant demand for what is new on the market, the latest theatrical releases, as well as television shows. Patron requests are always considered.

Selection Plan: Standard review sources are used for selection, as well as catalogs from Library Video and Midwest Video. We purchase multiples of most popular titles.

Retention & Weeding: Damaged items are weeded and considered for replacement based on use. Space is becoming a factor as well, in which case circulation will be taken into consideration.

Development Plan: While we attempt to meet the demands for current materials, no attempt is made to represent every child's television or cartoon shows currently available. Preference will be for those with educational value. Educational series that may be unavailable elsewhere are considered. As space becomes an issue, fewer multiple copies will be purchased of individual titles. Our DVD collection is new and its use will be evaluated.

AUDIO BOOKS

Collection Overview: Our audiobook collection consists mostly of unabridged versions of juvenile books, for readers from 3rd through 5th grade. The Book on CD collection is new in FY 2000/01.

Influencing Factors: Use of this collection has been increasing. As with our kits, many travelers use them. More titles that are juvenile are becoming available and are available sooner.

Selection Plan: Standard review sources will be considered, as well as publishers' catalogs (Listening Library, Recorded Book). We currently have a Standing Order with Recorded Books. This collection reflects the print collection.

Retention & Weeding: Items are currently weeded for condition or low use.

Development Plan: We are looking to purchase duplicates of popular titles (award winners, Battle of the Books or Rebecca Caudill titles) and more nonfiction titles. Titles are now shelved separately. This will be monitored and evaluated.

PERIODICALS

Collection Overview: There are currently two periodical collections in Children's: titles for children and a Special Collection section for adults. Materials support recreational, informational and educational needs of children through 5th grade, their parents, teachers, and care providers.

Influencing Factors: Periodicals meet the need for current information and recreational reading. Use of children's periodicals has increased in the past few years, as opposed to the decreased use by adults. Use measured by circulation is a major factor in deciding whether to maintain a title or not. At this time, Naper Blvd. cannot have a title that Nichols does not have. This may need to be reconsidered with the addition of the third site.

Selection Plan: Standard selection tools will be used, as well as previewing sample copies and considering patron and staff suggestions.

Retention & Weeding: Back issues of titles are kept for 5 years. Magazines may be withdrawn based on condition. Use as measured by circulation is the major factor in deciding whether to maintain a title. Replacement copies of only the most popular magazines are sought.

Development Plan: Titles are evaluated based on circulation. Titles with low circulation may be discontinued. As long as use of periodicals remains high, no alternatives will be sought.

SOFTWARE

Collection Overview: There are currently two collections of juvenile software - programs for the computer lab server and the circulating CDROM collection. Programs cover such educational areas as reading skills, science, math, and social sciences. Programs are purchased for ages through 5th grade.

Influencing Factors: The circulating CDROM collection allows patrons access to a variety of educational programs. Use of the computer lab is high and has been observed to be the main purpose of a library visit for some. We now need to consider programs for the server that are intended for network use, rather than individual use, in order to provide better service in our lab. Educational value has always been a major factor in selection, but entertainment value is also important.

Selection Plan: *School Library Journal* regularly reviews software. The magazine *Choosing Software for Children*, housed in our Special Collection, is also consulted, as well as Children's Software Revue, and catalogs from Library Video and Educational Resources.

Retention & Weeding: Items that are damaged will be weeded. At this time, there is heavy use of the CDROM collection. As that changes, circulation may also be a determining factor when weeding.

Development Plan: Emphasis will be placed on programs that are both IBM and MAC compatible. Reference programs may be purchased for the lab server, but not for circulation. An eye will be kept to new developments in the field (DVDROM).

MATERIALS SELECTION POLICY

FREEBURG AREA LIBRARY DISTRICT, FREEBURG

The purpose in building a collection is to make available to all people who enter the library as comprehensive an assemblage of recorded knowledge as possible within the limits of funds available and the needs of the community.

The library recognizes that the needs of the community are of primary importance in selection and because the community is a conglomerate of individuals, each individual's needs will be considered in conjunction with the majority of the present and potential patronage. A diverse collection is important, but no more so than the individual's select needs within the whole of the community.

An effort is made to include information representing all sides of controversial issues as such material becomes available. The criteria for the selection of controversial materials are the same as for any other materials. Controversial materials have no distinguishing labels and are shelved in the general collection.

Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. An open shelf policy will be followed at all times.

I. Statement of Purpose

This selection policy defines the standards and outlines the responsibility for materials selection for the Freeburg Area Library District. Within these guidelines, the librarians use their professional judgment to determine the materials which best meet the objectives of the Library and the needs of its patrons.

II. Objectives in Materials Selections

The general objectives in materials selection are to carry out the Library's goals of providing the community with a variety of significant media to meet their informational, educational, and recreational needs.

III. Responsibility for Selection

Overall responsibility for collection development rests with the Library Director who operates within this framework of policies determined by the Board of Library Trustees. Typically, the Library Director delegates or shares this responsibility with designated members of the staff. However, all members of the staff and patrons may recommend titles for consideration, and recommendations for materials from citizens of the community should be encouraged.

Suggestions for materials to be purchased are always welcome from any Board member or library staff member, and patrons are encouraged to make suggestions by filling out a "Materials Request Form" card at any of the service desks.

All requests are given serious consideration and the patron will be informed of the Library's decision. An attempt will be made to borrow through interlibrary loan any requested item which is out of print, or that the Library determines does not meet the criteria for purchase.

MATERIALS SELECTION POLICY

IV. Criteria for Selection

The general criteria considered in selecting materials include: 1) significance and permanent value to the existing collection, 2) qualifications of author or producer, 3) suitability of subject and style for intended audience, 4) quality of format, 5) currency or timeliness if applicable, 6) demand by patrons, 7) price, 8) attention given to the item by reviewers and general news media, 9) availability of materials in other libraries, and 10) technical quality of non-book materials. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

V. Selection Tools

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly depend on the reviews found in standard sources. Other selection aids such as “Notable Book” lists chosen by the American Library Association, National Book Awards lists, Pulitzer Prize lists and published lists of bestsellers may also be used as required.

VI. Scope of Collection

Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral items. Circulating materials are supplemented by a variety of reference materials for in-house use. Because the Library serves a public embracing a wide range of ages, educational back-grounds, and reading skills, it will always seek to select materials of varying complexity.

VII. Statement of Specific Policies in Selected Areas

Materials for Children and Youth

The Freeburg Area Library District subscribes to the following policy: “Free Access to Libraries for Minors”: an Interpretation of the Library Bill of Rights (as adopted by the ALA Council, 1981). At the Freeburg Area Library District, children and young people have access to all parts of the Library; however, collections in Youth Services serve children and young people from first through eighth grades and collections in the Children's Center serve preschool and kindergarten children and their parents and caregivers.

Materials appropriate for the interests and needs of the ages served are chosen for these collections.

Collections in Youth Services include beginning readers, junior non-fiction, junior fiction, young adult fiction, periodicals, and non-book materials. The young adult fiction collection is selected especially for the needs and interests of 7th and 8th graders. It contains some duplication of classic titles found in both the adult and junior fiction collections, but is also strongly stocked with those titles that deal with the contemporary scene as it concerns 12 to 14 year-olds. Young people in the 7th and 8th grades are expected to use non-fiction materials throughout the Library in preparing school assignments or for any other reason.

MATERIALS SELECTION POLICY

VII. Statement of Specific Policies in Selected Areas

Materials for Adults

The materials in Adult Services are selected primarily to serve the needs of adults and high school students; consideration is also given to the non-fiction needs of the middle school students. The collection includes reference and circulating non-fiction books, fiction books, and non-book materials.

A. Fiction

The fiction collection provides books for a wide range of interests of the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting popular demand for recreational reading.

B. Business Section

The Library purchases standard business directories and reference materials as well as popular circulating items which are of interest to the general public.

C. Genealogy

The Library maintains a small circulating collection of books on the basics of genealogical searching which are of value to the general public. The non-circulating collection is more extensive and consists primarily of indexes, bibliographies and verification tools, and listings of sources for vital records in particular states and foreign countries. Histories of individual families are purchased only if they are of unusual national or local significance. Microfilm of the U.S. Census records as well as books and other special materials for this immediate geographical area are purchased as they become available.

D. Blind and Physically Handicapped

Any juvenile or adult who cannot read or handle conventional printed matter because of a physical disability is eligible for services of the Homebound Delivery Service, specially selected library resources such as large print or audio cassettes, support services of Inter-library Loan through the Library System, Talking Books, or special materials supported by the Library of Congress.

E. Foreign Language Materials

Materials in foreign languages are considered as community needs change. Individual needs for foreign languages not purchased by the library may be served by requests through interlibrary loan.

MATERIALS SELECTION POLICY

VII. Statement of Specific Policies in Selected Areas

Materials for Adults

F. Literacy

Materials in the Literacy collection are selected to serve the needs of new adult readers and persons for whom English is a second language. There is heavy emphasis on materials teaching the basics of the English language and grammar, materials on coping with everyday life situations, and other high-interest, low reading-level fiction and nonfiction.

G. Textbooks

Although the Library tries to serve students' needs as much as possible, textbooks are not purchased unless they are the best source of information on a given subject. The library policy is to purchase materials which will also supplement and complement the curriculum offerings of the public and private schools within the library.

Non-Book Materials

The criteria for and the methods of selection of non-book materials are listed in Section IV.

Non-book items purchased by the library for in-house use or for circulation may include pamphlets, study prints, art prints, computer software, microfilm, compact discs and cassettes, recordings of books on cassette, cassette/filmstrip and cassette/book kits, games, toys, puzzles and puppets.

The videotape collection rental fees collected are used for the purchase of new videotapes and maintenance of the videotape collection. The acquisition of a variety of non-book materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

VIII. Complaints

Strong objection to any library materials must be made in writing according to "Procedures for Handling Complaints about Library Materials" provided at the end of this section. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures as well as forms for registering complaints may be obtained in the department where the material in question is housed, or in the Administration office.

The Freeburg Area Library District subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

MATERIALS SELECTION POLICY

IX. Collection Maintenance

A. Duplicate Copies

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

B. Weeding

In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.

A complete weeding of the entire collection is accomplished every five years. Items discarded are plainly marked and may be donated to the Friends of the Library for sale.

X. Revision of Selection Policy

Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed at least every three years.

PROCEDURES FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS

1. If patrons wish to file a complaint about library materials, Form I, Complaint About Library Materials, should be completed. This form stays on file with the Department Head. The Department Head will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
2. If patrons wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out Form II, Request for Reconsideration of Library Materials.
3. When Form II is completely filled out and returned to the library, the appropriate Department Head will review the complaint and the material to determine whether the item should remain or be removed from the collection. The Director should be informed of the complaint and of the decision.
4. The Department Head will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Department Head and Library Director.
5. After an interview with the Department Head and Library Director, a patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, who have final authority.

FORM I

COMPLAINT ABOUT LIBRARY MATERIAL

Material: _____

Date: _____

Name: _____

Address: _____

Telephone: _____

Complaint Represents: _____ Individual _____ Organization

Reason for Complaint: _____

Signature: _____

Took Form II: _____ Yes _____ No

Date Form II Returned: _____

FORM II

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author: _____

Title: _____

Publisher

or

Distributor: _____

Request Initiated by: _____

Address: _____ Telephone: _____

City: _____ Zip code: _____

Request represents: _____ Individual

_____ Organization, list name _____

_____ Other, list name _____

1. Have you read or viewed the entire work? _____

If not, what parts? _____

2. To what in the material do you object? (Please be specific; cite pages or sections)

3. What good or valuable features do you find in the material? _____

4. What do you believe is the theme of this work? _____

What do you feel might be the result of reading or viewing this material? _____

Have you read any reviews of this material? _____

FORM II

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS - PAGE 2

If yes, specify: _____

Do you think this material would be more appropriate for a different age group? Please explain: _____

What would you like the library to do about this material? _____

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? _____ If yes, please specify: _____

Date: _____

Signature _____

MATERIALS SELECTION (COLLECTION MANAGEMENT)

Naperville Public Libraries, Naperville

260 MATERIALS SELECTION

The Board of Library Trustees shall establish, and review at least biennially, a written policy for the selection of library materials and the use of library materials and facilities. 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 required to be established pursuant to this section. (75 Illinois Compiled Statutes 5/4-7.2)

261 GENERAL POLICY STATEMENT ON THE SELECTION OF MATERIALS

As a source of information and recreation open to all, the Naperville Public Libraries collect and distribute print and nonprint materials that educate, enrich, entertain, and inform. Within financial constraints, the Libraries provide a general collection of reliable materials that embraces broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues. The selection of library materials is based on the needs of residents of all ages.

The Libraries seek to maintain a balanced materials collection reflecting differing points of view on controversial subjects. Materials are selected on the basis of the content and style of the work as a whole, not by random passages. The Libraries seek to maintain the democratic principles expressed in the Library Bill of Rights, and the Freedom to Read and Freedom to View statements (See Appendix I).

261.1 General Selection Factors

1. Adherence to the Library Bill of Rights.
2. The needs of the individual and the community.
3. The specific merits of each work.
4. The existing collection, budget, and services of the Libraries.
5. The availability of materials from reciprocal borrowing, interlibrary loan, and other sources.

Criteria for specific types and formats of materials are detailed in Sections 263 through 268. The ordering of criteria within a list does not imply a ranking of importance.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

261.2 Format

As new formats become available and viable, any work formerly collected in one format may be supplemented or replaced by a different format for the benefit of patrons and the Libraries.

261.3 Quantity

The Libraries attempt to respond directly to the amount of use the community makes of a particular item or collection. Multiple copies may be purchased where appropriate.

261.4 Textbooks

The Libraries seek to support school libraries, not duplicate them. Textbooks are generally not purchased unless they are a basic source of information or a classic in the field. Libraries make space available to house current and non-circulating textbooks provided by local schools.

261.5 Paperbacks

Paperbacks are a medium of choice for many readers, and the Libraries attempt to respond to that preference. Factors that may prompt the selection of paperbacks include:

1. Patron requests, convenience, and appeal (circulation, best-seller lists).
2. Available only in paperback.
3. Duplicates needed to satisfy demand.

261.6 Foreign Language Materials

Foreign language materials may be purchased in addition to language learning materials in support of school curriculum.

261.7 Rare Items

Rare items, or those requiring special curatorial or conservation services, are not collected.

261.8 Research

The Libraries strive to meet the research needs of the general public, but are not academic research facilities. Materials that have outlived current usefulness will be withdrawn. Older editions are not collected unless they are a basic source of information or a classic in the field.

261.9 Funding

Assignment of funds for materials' purchase is based primarily on public demand as expressed through use. Funding may be assigned to a specific area because of age, appearance, condition, or inadequate subject coverage.

261.10 Donations, Gifts, and Endowments

All materials donations will be evaluated for acceptance by staff. Donations must be outright and unconditional.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

The staff will determine which materials to add to the collection. Those items not added may be offered for sale, utilized for promotional purposes, or transferred to other institutions. Unsuitable items will be discarded.

Monetary gifts may be accepted for library-related items and the donor may recommend a subject area or format. The Libraries will attempt to honor the donor's wishes if the recommendations are consistent with the materials selection policy and available space. A gift plate acknowledging the donation will be placed as deemed appropriate. Contributions toward subscriptions must be made with funds to cover a five-year commitment. Funds received with no instructions for disbursement by the donor will be put in the Gift/Memorial fund. The Board will review endowments for acceptance. Selections purchased from these funds will be made by recommendation of the staff.

262 RESPONSIBILITIES FOR MATERIALS SELECTION

262.1 Library Director

The final responsibility for the selection of materials rests with the library director, who operates within the framework of policies determined by Naperville Public Libraries Board of Trustees. This responsibility is shared in its execution by the Assistant Director for Public Services and Library Managers.

262.2 Staff Members

Collection Development Coordinators select library materials based on their knowledge of the community's needs and the scope of the collection. Collection Development Coordinators study various sections of the collection and select items for purchase. It is the responsibility of the Assistant Director for Public Services and assigned Coordinators to see that collections are developed and maintained. Staff and people in the community who are experts in various fields may be consulted for advice. Requests made by the public are considered. Collection Development Coordinators will be consulted in the event of citizen concerns.

262.3 Statement of Concern About Library Materials

1. Citizen concerns about a title will be referred to the appropriate department head. The request will then be discussed with the citizen to determine how it will be resolved.
2. If the response given by the staff member is not satisfactory to the citizen, referral will be made to the library manager, Assistant Director for Public Services or library director who will review the request and respond.
3. Citizens not satisfied with the response, and wish a review by the library board will be given the "Request for Reconsideration of Library Materials" form. (Appendix II). The completed form will be given to the board president who will place the request on the agenda of the next regularly scheduled board meeting and notify the requesting party of the meeting date. The board will then review the request and respond to it.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

263 SELECTION OF MATERIALS FOR ADULTS

263.1 General Objectives

Materials in the adult collection are selected primarily for use by mature readers. Books in the adult fiction collection are selected primarily for readers 18 years of age and over; separate fiction collections are maintained for children and young adults. Differences in education, interests, age, and special needs are considerations. The adult and young adult nonfiction collections are combined to offer access to the widest possible range of factual information. A separate nonfiction collection is maintained for children.

263.2 Criteria for Selection of Adult Fiction Books

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Reputation of author.
4. Literary merit.
5. Style of writing.
6. Relation to existing collection.
7. Physical suitability for library use.
8. Price.
9. Reputation of publisher.

263.3 Criteria for Selection of Adult Nonfiction Books

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Scope and authority of subject matter.
4. Relation to existing collection.
5. Qualifications of author in subject field.
6. Textual features such as illustrations, indexes, bibliographies.
7. Literary merit.
8. Physical suitability for library use.
9. Reputation of publisher.
10. Price.
11. Date of publication.

264 SELECTION OF LIBRARY MATERIALS FOR YOUNG ADULTS

264.1 General Objectives

Major emphasis in young adult services is placed on the need for a variety of materials, for reference information, for recreation, for school assignments, and for continued education. Titles in the children's or the adult collections may be duplicated in the young adult collection when appropriate. The young adult collection is governed by the same selection criteria as those set forth for the adult collection. The young adult collection is selected specifically to serve users from the 6th through 12th grades, and a reading and interest level of ages 12 to 18.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

The general objectives of selection for young adults are:

1. To assist their transition from children's to adult materials.
2. To guide their development as critical readers, viewers, and listeners.
3. To broaden their knowledge of the world.
4. To awaken their curiosity about many fields of human endeavor.
5. To increase their knowledge and enjoyment of various media, and to help them become lifetime readers and users of libraries.

264.2 Specific Criteria for Selection of Young Adult Materials

1. Materials about the physical changes that take place during adolescent years are included; they are placed on open shelves and are readily available.
2. Young adult materials are not selected solely for literary merit. These materials also serve a purpose as bridges to transfer young adults from children's to adult works.

265 SELECTION OF LIBRARY MATERIALS FOR CHILDREN

265.1 General Objectives

Children's Librarians select materials to meet the informational, educational, recreational needs and interests of children from birth through 5th grade. Titles in the children's collection may be duplicates of titles in the young adult collection.

265.2 Criteria for Selection of Children's Materials

1. Suitability for age level.
2. Patron requests and appeal (circulation, best-seller lists).
3. Opinions of professional reviewers.
4. Accuracy of information.
5. Content.
6. Literary or artistic merit.
7. Quality of illustrations.
8. Organization and format.
9. Relationship to the existing collection.
10. Physical suitability for library use.
11. Price.
12. Date of publication.

266 SELECTION OF PRINT MATERIALS OTHER THAN BOOKS

The same objectives and criteria for book selection also apply to other print material. The following format considerations apply.

266.1 Pamphlets

Pamphlets are collected only when needed to augment other collections.

In addition to general information special collections can be maintained such as:

1. Pamphlet materials of current and/or historical value related to Naperville, DuPage County, Will County, and Illinois are collected.
2. Career information is available.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

3. Generally, paper copies are made available only for Illinois schools, or out-of-state schools that are nationally recognized.
4. Annual reports, travel brochures, etc.

266.2 Periodicals

Periodicals are purchased to keep the materials collection up-to-date on current issues and to provide material not in book form. Periodicals are used by the public for reference, information, and general reading and by the library staff for selection and professional development. Principles governing selection include community interests, accuracy, objectivity, accessibility through indexes, reference needs, representative points of view, entertainment value, price, and space requirements.

266.3 Newspapers

Newspapers are acquired to meet the general or specific information needs of the community. These may be local, national, or international in scope.

266.4 Government Documents

Government documents are collected on a selective basis and generally limited to:

1. City of Naperville.
2. DuPage and Will Counties.
3. State of Illinois.
4. U.S. government.
5. United Nations.
6. Townships in the City of Naperville.
7. School districts and other governmental bodies operating within the service area of the Libraries.

266.5 Maps

Individual maps may be acquired in limited numbers to meet the informational needs and general interests of the community, and to supplement those available in atlases. All types of maps may be made available. Criteria for selection include:

1. Patron requests and appeal.
2. Not available in an atlas or other source.
3. Accuracy.
4. Clarity.
5. Physical suitability for library use.

266.6 Music

Print music is purchased in bound volumes only; loose sheet music is not collected.

267 SELECTION OF NONPRINT MATERIALS

The selection objectives and criteria used for print materials apply to nonprint materials. These materials provide for alternative learning styles. The following format considerations apply.

267.1 Visual

Formats may include VHS, DVD and new technologies. The Libraries make no attempt to compete with commercial sources. Selection criteria include:

MATERIALS SELECTION (COLLECTION MANAGEMENT)

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Artistic merit (awards received, historic importance).
4. Scope and authority of subject matter.
5. Relation to existing collection.
6. Production quality.
7. Physical qualities suitable for library use.
8. Reputation of producer/publisher.
9. Price.
10. Date of publication.
11. Availability.

267.2 Audio

Formats may include CDs, cassettes, and new technologies. Criteria for selection include:

1. Patron requests and appeal (circulation, best-seller lists).
2. Opinions of professional reviewers.
3. Artistic merit (awards received, historic importance).
4. Scope and authority of subject matter.
5. Relation to existing collection.
6. Production quality.
7. Physical qualities suitable for library use.
8. Reputation of producer/publisher.
9. Reputation of performer.
10. Price.
11. Date of publication.
12. Availability.

267.3 Electronic Resources

Categories include CD-ROMs, subscription data bases, educational games, applications programs and Internet. Selection criteria include:

1. Patron requests and appeal.
2. Opinions of professional reviewers.
3. Relevance to community interests.
4. Ease of use.
5. Quality of documentation.
6. Hardware compatibility.
7. Manufacturer's support.
8. Features.
9. Relation to existing collection.
10. Physical qualities suitable for library use.
11. Reputation of producer/publisher.
12. Price.
13. Date of publication.
14. Availability.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

267.4 Multimedia Formats

Multimedia is selected with a combination of criteria applicable to print and nonprint materials.

268 SELECTION OF REFERENCE MATERIALS

The reference collection is comprised of non-circulating resources, both print and non-print. This core collection provides access to information needs as well as backup to circulating or out of print materials.

Criteria for selection include the following as well as all previous selection criteria

1. The information should be clearly presented and arranged.
2. The resource should be adequately indexed.
3. Illustrations, charts, and graphs should be easily understood and accurate.
4. Cooperative collection development will be considered, particularly when the title is expensive and highly specialized.
5. The cost of replacement precludes adding the title to the circulating collection.

268.1 Selection of Materials for Special Collections

The local history collection focuses on 20th century print materials. Artifacts or original materials are not collected. The Libraries are unable to accept or provide storage for materials requiring conservation or preservation treatments. Acceptance of materials will be subject to review by the Libraries. The Naperville Heritage Society (NHS) may assist in an advisory capacity. Gift agreement documents, transferring total ownership and copyright, must be signed by donors. See also the Donations, Gifts & Endowments Policy (265.5).

Local history and genealogy often overlap. The responsibility of the Libraries to provide information and resources for Naperville's history will normally take precedence. The collection relating to genealogical research is developed for the nonprofessional, beginning researcher of family records. Works aimed to instruct individuals in the process of performing genealogical research are collected in the general collection, but no attempt is made to compete with or duplicate existing collections which are reasonably accessible to patrons. Materials may be referred to NHS for consideration for their collection.

268.2 Professional Collection

Materials are purchased for use by the staff for professional growth and development.

268.3 Parents and Teachers

A special collection about children, childhood, and children's literature is maintained in the Children's Room at the Nichols Library for parents and teachers. Those materials selected are chosen in accordance with the criteria for selection of adult materials (263) and/or children's materials (265).

MATERIALS SELECTION (COLLECTION MANAGEMENT)

268.4 Large Type

A collection of large type print materials is maintained for readers unable to read standard type. It is selected in accordance with the criteria for the selection of adult materials (263), young adult materials (264), or children's materials (265), as appropriate.

268.5 Other Materials

Other materials may be collected to meet the needs of special programs or populations as authorized by the library board or director. Unless specific criteria are provided, these materials will be purchased in accordance with criteria established for similar collections in other areas.

269 GENERAL POLICY STATEMENT ON COLLECTION MAINTENANCE

All collections are periodically evaluated by staff to ensure that they are clean, in good repair, do not contain obsolete or misleading information, and are still useful to the public. This process is an integral part of collection management. Titles may be weeded (withdrawn), retained, transferred, updated, altered in format, rebound, reclassified, or duplicated as justified by need.

269.1 Weeding Criteria

In general, the same criteria for the selection of materials apply to weeding. Materials that fall into the following categories may be withdrawn:

1. Outdated or inaccurate information.
2. Superseded editions.
3. Items that are worn, soiled, aged, badly marked, or in disrepair.
4. Seldom used titles.
5. Unnecessary copies.

MATERIALS SELECTION (COLLECTION MANAGEMENT)

APPENDIX II
NAPERVILLE PUBLIC LIBRARIES
Request for Reconsideration of Library Materials

Title _____ Call #: _____
Print _____ Nonprint _____ Please Specify _____
Author/Artist _____
Publisher _____ Copyright date _____
Your name _____ Phone _____
Are you familiar with Naperville Public Libraries selection policies? _____
If not, the Policy Manual is available at all service desks.

Did you read/hear/view the entire work? _____
What is your specific objection? (Please cite examples.)

Why should this item be reconsidered? Please be specific. _____

Please list any reviews you have heard or read. _____

Do you officially represent a group? Please name it. _____

Additional comments? _____

Your signature _____ Date _____

Director's signature _____ Date _____

REFERENCE SERVICE

Freeburg Area Library District, Freeburg

The Freeburg Area Library District serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standards document, *Serving Our Public: Standards for Illinois Public Libraries* provides the model for this reference policy.

The board of trustees and library director Freeburg Area Library District encourages staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social or economic status of the patron. Reference service and materials are available during all hours the library is open and is provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, telefacsimile, and TTY. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Reference materials regardless of format may not be removed from the library.

EQUIPMENT AND COMPUTER USE POLICY

FREEBURG AREA LIBRARY DISTRICT, FREEBURG

The Library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use is limited to patrons in good standing, i.e. all fines have been paid, all overdue materials have been returned, any lost materials have been paid for, and the patron must have a current local library card.

A parent or legal guardian must accompany and supervise the child under the age of 12 when there is a need to use library equipment such as the typewriter or Internet.

Children ages 9 and over can use the computer to search for books without a parent or guardian.

Computer Reservations for equipment or computer use can be made at the circulation desk and without them usage is on a "first come, first served" basis. The user must present his/her library card to one of the circulation staff who will then put the user's name on the log if there are no outstanding fines, etc.

All patrons shall check in at the circulation desk prior to use to avoid conflicts with reserved times. If a user has not logged in at the circulation desk, that user will be required to give up the usage if a patron who has checked in or made a reservation is waiting.

In addition these rules apply for library computer (non-Internet) use: Usage is limited to half-hour blocks, however the patron may continue to use the computer in 15 minute intervals until another patron wishes to use it. If a patron is more than 15 minutes late for a reserved time, the computer becomes open. If a patron is less than 15 minutes late the allocated time will not be extended to reflect the tardiness.

The library reserves the right to limit computer time after school to 15 minute blocks instead of half-hour blocks since there are only 2 patron terminals.

Copyright laws forbid duplication of copyrighted software. The Library may restrict the use of personal software on library computers. Library software shall not be copied and must be returned to the circulation desk before use of another software product.

There is a charge of \$1.00 as a deposit on data disks borrowed from the Library. The library does not allow patron disks to be used. After a computer session, the patron must return the disk to the circulation staff. The deposit will be returned to the patron if the patron no longer needs to use the disk, otherwise, the library will store a patron's data disk for 3 months so that the patron can work on the disk as needed. If after 3 months, the patron wants his deposit back, the staff will delete saved information on the disk.

If a patron brings in a data disk, it cannot be put in the library computer.

There is also a charge of 15 cents per page of printing from a library computer.

PUBLIC ACCESS TO ELECTRONIC INFORMATION NETWORKS

ELECTRONIC NETWORKS AND THE LIBRARY'S MISSION

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the Freeburg Area Library District is committed to networking which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The Freeburg Area Library District and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

1. access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state
2. access to the wealth of information resources available via the Internet
3. access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs.

Internet electronic mail service is available to patrons in libraries that elect to offer this service. In many areas of Illinois, regional community information networks are operational and offer library patrons access to Internet electronic mail and related services.

RELATIONSHIP TO OTHER LIBRARY POLICIES

The Freeburg Area Library District's Policy for Access to Electronic Information Networks is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a library staff member.

"GLOBAL" VERSUS "LOCAL" RESOURCES

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. The library does not and can not control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

"GLOBAL" VERSUS "LOCAL" RESOURCES

Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.

Information obtained via the Internet may or may not be accurate.

Information obtained via the Internet may or may not be current and up to date.

1. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.
2. Certain information obtained via the Internet may be considered controversial by some library patrons.

PUBLIC ACCESS TO ELECTRONIC INFORMATION NETWORKS (CONTINUED)

The Freeburg Area Library District urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

This library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

LIBRARY PATRONS' RIGHTS

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. This library will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.

Library patrons have the right to equitable access to electronic information networks.

Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

PATRON ASSISTANCE AND INSTRUCTION

The Freeburg Area Library District's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use may be available.

USE OF EQUIPMENT AND NETWORKS

The Freeburg Area Library District requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

1. use of electronic information networks for any purpose which results in the harassment of other users,
2. destruction of, damage to or unauthorized alteration of the library's computer equipment software, or network security procedures,
3. use of electronic information networks in any way which violates a Federal or State law,
4. use of electronic information networks in any way which violates licensing and payment agreements between [this library] and network/database providers,
5. unauthorized duplication of copy protected software or violation of software license agreements,
6. violation of system security,
7. behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.

PUBLIC ACCESS TO ELECTRONIC INFORMATION NETWORKS (CONTINUED)

CHILDREN'S ACCESS TO ELECTRONIC INFORMATION NETWORKS

The Freeburg Area Library District supports the right of all library users to access information and will not deny access to electronic information networks based solely on age. Children under the age of 12 must be accompanied by a parent or legal guardian to use the Internet.

This library recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff are unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

LIBRARY PROCEDURES RELATING TO ELECTRONIC NETWORKS

This library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

1. time limits for access to allow use of resources by the maximum number of library patrons,
2. cost recovery for printouts using the library's computer equipment,
3. priority usage for accessing the library's online catalog,
4. specific instructions for downloading including compliance with virus protection measures,
5. restrictions on the use of personal software on library computer equipment,
6. a registration and use agreement form which must be completed prior to usage.

BREACH OF POLICY

Violation of any aspect of this policy may result in the loss of library privileges.

ELECTRONIC INFORMATION NETWORKS REGISTRATION AND USER AGREEMENT

NAME (PLEASE PRINT)

Last

First

REGISTRATION AND USER AGREEMENT

1. I have read the policies concerning the use of the Freeburg Area Library District's Internet computer and agree to abide by the policies.
2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.
3. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
4. I understand that if I fail to abide by the FREEBURG AREA Library's Internet policies, I will lose eligibility for use of this service.
5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that FREEBURG AREA Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency or appropriateness of any Internet resources.

Signature: _____

Library Card ID or Barcode Number: _____

Date: _____

FOR PATRONS UNDER THE AGE OF 18:

As the parent or guardian of _____
I give permission for my child to use the Internet computer(s) at the Freeburg Area Library District, with the understanding that I am responsible for monitoring my child's appropriate use of this service and that I am responsible for any damage that may occur and that I have read, understand and agree to the above statements.

PARENT OR GUARDIAN SIGNATURE: _____

DATE: _____

The Urbana Free Library Internet Policy

1. GENERAL POLICY

The Urbana Free Library views the Internet as a resource that helps fulfill the Library's mission to meet the informational, educational, and recreational needs of the citizens of the City of Urbana.

Internet access for all users of The Urbana Free Library is available on selected public workstations.

2. LIMITS ON LIABILITY

People accessing the Internet at the Library do so at their own risk.

a. Content

The Urbana Free Library is not responsible for the content of Internet resources, which may be inaccurate, unreliable, out-of-date, offensive, or unavailable.

b. Damages

The Library is not responsible for any damages its users may suffer as a result of using the Internet, including but not limited to loss of data resulting from delays or interruptions in service, corrupted files downloaded at Library workstations, or actions taken on the basis of misinformation.

c. Financial obligations

The library is not responsible for financial obligations its users incur as a result of using the Internet.

3. STAFF ASSISTANCE

a. Training

The Library's staff assist users with basic Internet use as time permits but do not offer in-depth personal instruction.

b. Information requests

Although staff are not available to offer in-depth Internet instruction, they are available to help users find needed information. Library staff use their best judgment in selecting information sources, which in addition to the Internet include the Library's collections of books, periodicals, CD-ROM databases, and other resources, bearing in mind that the Internet is sometimes not the best source of information.

c. Plug-in software

Plug-in software allows certain Internet features to be utilized on the Library workstations. The Library will consider user requests to upgrade or load specific programs or versions.

4. USE BY MINORS

a. Parental responsibility

As with other print or audio-visual materials, the Internet contains some material that may be inappropriate for viewing or reading by children. It is the responsibility of the parents or legal guardians of minor children to supervise their children's access to Internet resources in the Library.

b. Age restrictions

When using the Internet, a child under the age of 8 must be accompanied at the workstation by a responsible person, age 14 or older.

5. PATRON CODE OF CONDUCT

Users of the Internet are expected to act in a considerate, ethical, and responsible manner.

By using public Internet workstations at The Urbana Free Library, users agree to refrain from disruptive, damaging, or criminal behavior, including but not limited to the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others, on the Internet or at the workstation
- Disobeying Internet or Internet site "rules of conduct"
- Accessing another individual's personal materials, information, password, or files
- Damaging computers, computer systems, or computer networks
- Modifying software or programs installed on Library Internet workstations
- Installing personal software on Library workstations
- Violating copyright laws
- Engaging in activities which violate any local, state, or federal law
- Intentionally wasting limited Library resources

6. RESTRICTIONS ON SPECIFIC WORKSTATIONS

a. Adult

Users with relevant disabilities are given priority on Internet workstations assigned to the Library's Assistive Technology site.

b. Archives

Workstations in the Archives are restricted to users accessing genealogical and local history resources.

c. Children's Department

Workstations in the Children's Department are intended for use by children. These workstations are limited to children in grade 6 and under, or adults accompanied by children in this age range.

Accessing E-mail and chat rooms, and downloading to personal floppy disks, are not permitted on workstations in the Children's Department.

7. POLICY ENFORCEMENT

a. Reasonable use

The Library staff are specifically authorized and instructed to develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources, including but not limited to reservations, limits on duration of use, number of persons sharing a workstation, printing, etc.

b. Staff oversight

The Library staff are specifically authorized and instructed to inspect and/or observe the use made of Library Internet equipment and resources for purposes of enforcement of Library policies and procedures.

c. Revocation of privileges

The Library staff are specifically authorized and instructed to suspend or permanently terminate Internet access for users found in violation of Library policies or procedures.

8. USER ACCEPTANCE

Library users are required to accept a brief on-screen version of this section (IV-J) of the Library's Policy Manual before connecting to the Internet.

Barb Lintner, Director of Children's Services, The Urbana Free Library 4/27/02

On-Screen Internet Policy

In order to proceed, each user is required to read and accept the Internet Access/Use Policy of The Urbana Free Library.

A copy of the complete policy [Section IV-J ; adopted 14 July 1998] is available in each department. A brief version follows:

The Library is not responsible for the content of information found on the Internet or for any damage or financial obligations resulting from Internet use.

Library staff will assist users with basic Internet use, but cannot offer in-depth instruction.

A parent or legal guardian is always responsible for Internet use by a minor child. In addition, children under the age of 8 must be accompanied at the workstation by a responsible person, age 14 or older.

The Library does not permit disruptive, damaging, or criminal behavior, including but not limited to sending or displaying offensive messages or pictures; violations of copyright; unauthorized access to files or software; damage to equipment; or violations of local, state, or federal law.

The Library staff are specifically authorized and instructed to establish rules and procedures necessary to insure fair access to the Internet for all Library users.

The Library staff are specifically authorized and instructed to inspect and/or observe use made of the Internet. Internet privileges may be suspended or permanently terminated if a user fails to abide by Library policies or procedures.

If you accept the Library's Internet Access/Use Policy, you may access the Internet by clicking **I ACCEPT**.

Last updated 23 May 2000
URL: <http://urbanafreelibrary.org/>

Barb Lintner, Director of Children's Services, The Urbana Free Library 4/27/02

SUBJECT: PUBLIC ACCESS COMPUTERS

The Naperville Public Libraries offer public access computers as an information resource to be utilized in the fulfillment of the libraries' mission and roles as stated by the Library Board in Policy No. 010. Selected public access computers offer patrons access to the Internet.

The Internet enhances the Libraries' existing collections with electronic resources creating a gateway to the world of information. This resource contains material that may be inaccurate or of a controversial nature. The library does not monitor nor control the content and cannot be held responsible.

Use of the public access computers is limited to NPL cardholders and registered reciprocal borrowers who have signed an agreement form. Like library cards, user agreements are non-transferable. Users must adhere to the library public access computer procedures.

Parents are required to sign the User Agreement for children under the age of 18. NPL provides computers with limited Internet access in the Children's areas. Limited Internet access may not block all material that users might find offensive. Children whose parents have signed the User Agreement have access to all computers, including those providing unlimited Internet access. Parents may wish to supervise their children's Internet sessions. Children under the age of 8 must have a parent/guardian present at all times while using the Internet. Adults will be given preference in adult areas and children will be given preference in children's areas.

Public access computers may be used only for legal purposes. Illegal or prohibited acts may include but are not limited to: unauthorized copyright use, viewing obscene material, violating copyright or software licenses, attempting to/or damaging library equipment/software/software configurations, compromising system security, using chat rooms/MUD's, libeling, slandering, misrepresentation, solicitation, and harassment. Use of personal software on public access computers is limited to workstations in the Nichols Library computer lab.

Illegal/prohibited use of the public access computers will result in suspension of computer privileges and may lead to loss of Library privileges. Illegal acts may be subject to prosecution by local, state or federal authorities.

Failure of any user to follow the terms of this policy will result in the loss of library privileges, disciplinary action, and/or appropriate legal action.

Approved: March 18, 1998; Effective: April 1, 1998
Reviewed & Revised: 8/00, Approved 8/16/00
Reviewed & Approved: 2/21/01
Reviewed/Revised/Approved: 10/17/01

**INTERNET USER'S AGREEMENT
(Policy No. 255)**

The Naperville Public Libraries offer public access computers as an information resource to be utilized in the fulfillment of the libraries' mission and roles as stated by the Library Board in Policy No. 010. Selected public access computers offer patrons access to the Internet.

The Internet enhances the Libraries' existing collections with electronic resources creating a gateway to the world of information. This resource contains material that may be inaccurate or of a controversial nature. The library does not monitor nor control the content and cannot be held responsible.

Use of the public access computers is limited to NPL cardholders and registered reciprocal borrowers who have signed an agreement form. Like library cards, user agreements are non-transferable. Users must adhere to the library public access computer procedures.

Parents are required to sign the User Agreement for children under the age of 18. NPL provides computers with limited Internet access in the Children's areas. Limited Internet access may not block all material that users might find offensive. Children whose parents have signed the User Agreement have access to all computers, including those providing unlimited Internet access. Parents may wish to supervise their children's Internet sessions. Children under the age of 8 must have a parent/guardian present at all times while using the Internet.

Public access computers may be used only for legal purposes. Illegal or prohibited acts may include but are not limited to: unauthorized copyright use, viewing obscene material, violating copyright or software licenses, attempting to/or damaging library equipment/software/software configurations, compromising system security, using chat rooms/MUD's, libeling, slandering, misrepresentation, solicitation, and harassment. Use of personal software on public access computers is limited to workstations in the Nichols Library computer lab.

Illegal/prohibited use of the public access computers will result in suspension of computer privileges and may lead to loss of Library privileges. Illegal acts may be subject to prosecution by local, state or federal authorities.

Date: _____ Library Card Number: _____

User's Name: _____

Address: _____

Phone: _____

I have read this agreement and understand the terms of this document. I agree to abide by the terms of this policy. My signature is legally binding.

Signature: _____

Parent's/Guardian's Signature: _____

QUINCY PUBLIC LIBRARY POLICY ON USE OF LAN/INTERNET

1. All adult or young adult users must have a valid driver's license, valid library card, or other form of photo identification, which will be presented to the Reference Librarian before using the Local Area Network/Internet computers. Students may present a valid Student Body ID card. Users must be at least 13 years old.
2. Computers in the Children's Department are available for use by children younger than 13. An accompanying adult must operate the computer for a child under ten years of age. A parent or responsible adult must be present with any child on the Internet. If the adult leaves, the child may no longer access the Internet.
3. LAN/Internet computers may be reserved and used in one-hour segments. If the user does not claim his reservation within fifteen minutes of the scheduled time, staff may reassign the computer to another person. Users may remain a second hour if there are no other reservations, or others waiting. In fairness to others, no individual will be permitted more than two hours of computer time in a single business day. Computers may be reserved no more than one day in advance.
4. One computer is available in the Illinois Room for genealogical research only. An additional computer is available in the Reference area for word processing only. Both are subject to all additional provisions of this policy.
5. Public Access Catalog computers that have Internet access are available for brief Internet searches or checking e-mail. Each person must have an active library card and a pin number, which has been registered at the Circulation Desk, to receive up to fifteen minutes of access. Persons from out of town may request a guest card from either the Circulation or Reference desk.
6. The Local Area Network and access to the Internet are provided for cultural, educational, and informational purposes.
7. Only Quincy Public Library owned software that has been designed for LAN use may be used in the computers.
8. Only one person may use each computer at a time. Others may be allowed to watch with permission of the staff member on duty.
9. Quincy Public Library supports the ALA Bill of Rights in regard to use of the LAN/Internet.
10. Quincy Public Library is not responsible for the information or images users find on the LAN/Internet. Parents are responsible for information accessed by their minor

children. All children under age 18 must have an Internet Parental Consent Form on file (over age 12 filed in the Reference Department, under age 13 filed in the Children's Department). Any child violating these provisions will lose Internet privileges for a minimum of three (3) months and a new Consent Form must be signed. Consent Forms must be signed in person at the Library. An adult violating any provision of this policy will lose Internet privileges for a minimum of three (3) months.

11. Not all the information available via the Internet is accurate, current, or complete. Users are encouraged to exercise critical judgement in evaluating the validity of information accessed via the Internet. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet.
12. Persons may not use the library computers for illegal activities, commercial business, harassment, or to access pornography. Persons may not use library computers to participate in chat lines.
13. Users are responsible for complying with copyright laws and software licenses.
14. Users may not alter the software or hardware or attach equipment to the Library's hardware.
15. Persons misusing the equipment or violating library policies may lose their computer privileges. Users are responsible for paying damages caused by abuse of the equipment or software.
16. A printer is available for public usage. Persons are responsible for depositing 15~ per page into the coin box by the printer, to cover the costs of toner and paper.
17. This policy, as it pertains to the Children's Department, will be reviewed quarterly. The policy as a whole will be reviewed periodically.

Adopted March 12, 1996
Revised October 8, 1996
Revised November 18, 1997
Revised February 9, 1999
Revised August 10, 1999
Revised May 8, 2001
Quincy Public Library
Board of Trustees

SUBJECT: UNATTENDED CHILDREN

PURPOSE:

To insure the safety and well being of children using the Libraries.

SCOPE:

Children age 14 and under using the Libraries.

GENERAL STATEMENT:

The Naperville Public Libraries welcome and encourage the use of its services and facilities by children. Staff members are committed to helping children find materials which meet their needs, providing a welcoming environment and planning and presenting programs that enrich, inform and entertain. However, library facilities are not designed or licensed to provide childcare.

Any public place may be dangerous for a child who is left unattended even for brief periods of time. Staff members cannot know or be responsible if children are leaving the building with responsible caregivers or with strangers. When a child is left at the Library without a parent or adult, the child's boredom, fatigue or fear may lead to behavior that disrupts the services the library staff provides for them and for others. The Libraries encourage parents and adults to consider the safety and well being of their children and the needs of other library users of all ages.

PROVISIONS:

1. Parents are responsible for their children in the libraries, whether or not the parent is present.
2. Children under age 8 must be attended by a parent, another responsible adult, or caregiver (age 14 or older) at all times in the Libraries.
3. Children whose behavior is disruptive may be asked to leave the building. (See Policy No. 310 - General Rules of Conduct.) Disruptive children under age 8 who are unattended will be handled according to the unattended children procedures.

PROCEDURES:

- A. An unattended child found frightened or crying in the building should be reassured by a staff member.
- B. If the child's adult cannot be found in the immediate area, the child should be taken to the Children's Reference Desk, if on the Lower Level, or the Switchboard on the Upper Level at Nichols or to the Children's Reference Desk at Naper Blvd. Inform at least one other staff member that you are assisting an unattended child.

Approved: 8/19/92

Revised & Approved: 7/12/00

- C. Staff at the appropriate location should ask the child her/his name and that of her/his parent or caregiver.
1. If the parent or caregiver is in the building:
 - a. Page the parent or caregiver.
 - b. Upon reuniting the child with the parent or caregiver, express the libraries' concern for the welfare of children and explain the libraries' policy.
 2. If the parent/caregiver is not in the building:
 - a. Contact the person in charge of the building.
 - b. With the child's help, obtain the parent's name and telephone number.
 - c. A library staff member should stay with the child until the parent can be located, through the circulation database or telephone book.
 - d. Call the parent. Inform her/him of the libraries' policy and request that the parent pick up the child.
 - e. If the parent cannot be located or does not respond to phone request within thirty minutes, the person in charge shall call the police and ask that they assume responsibility for the child.
 - f. If the library is closed, the person in charge shall call the police within 15 minutes and ask that they assume responsibility for the child.
 - g. If the library is closed, two staff members (person in charge and building monitor) will wait with anyone under 14 years of age inside the library building until the parent or police arrive.
 - h. Library policy will be explained and a copy of the written policy will be given to the parent.
 - i. Under no circumstances will a library staff member take a child out of the library building, take the child home, or stay alone with a child.

UNATTENDED CHILDREN

FREEBURG AREA LIBRARY DISTRICT, FREEBURG

Parents are responsible for the behavior of their children while they are in the Library. The Freeburg Area Library District staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers or disciplinarians.

Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child. [Form follows]

Children under the age of 9 must be accompanied and directly supervised at all times by a parent or other responsible caregiver.

When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

From time to time the Freeburg Area Library District schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate and if no indication is included then supervision is required. When so indicated, if the parent or caregiver intends to be absent, they must leave word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

Children ages 9 and older may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct and demeanor.

UNATTENDED CHILDREN AFTER HOURS

In the event a young person is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach parents but in no instance will staff take young people home.

UNATTENDED CHILDREN PARENTAL NOTIFICATION LETTER

Dear _____,

The Freeburg Area Library District has recently experienced an incident involving your child, _____, where they were on Library grounds unattended by you or a responsible caregiver. A copy of the Library's policy on Unattended Children is enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Very Truly Yours,

Library Director

LIBRARY POLICY ON UNATTENDED CHILDREN AND/OR DISRUPTIVE BEHAVIOR

POLICY STATEMENT: Parents are responsible for their children's behavior while the children are in the Library. Parents who leave children under the age of nine in the Library must make sure that these children are accompanied by another person, nine years of age or older. Disruptive children, nine years of age or older, will be asked to leave the Library after receiving one warning.

CHILD UNDER NINE YEARS OF AGE LEFT UNATTENDED

1. If it is determined that a child is lost or has been left unattended, a staff member should bring the child to the person in charge of the department where the child has been found.
2. The staff person should try to identify and locate the parent or responsible older person by:
 - a. Walking around the Library with the child, looking for the parent or older person.
 - b. Paging the child's parent or the older person, if this name is known; if the name is not known, paging by using the child's name, if the child's name is known.
3. The staff member should explain clearly and finally, when the parent or older person is located, what the Library policy is on unattended children.
4. If the parent or an accompanying older person is not found in the building, staying with the child until the parent can be located through searching the database, phone book, or city directory.
5. Under no circumstances shall a staff member take the child out of the building.

II. DISRUPTIVE BEHAVIOR

1. *DISRUPTIVE ATTENDED CHILDREN UNDER AGE OF NINE*
 - a. Staff members will ask children who are being disruptive to behave. This constitutes a warning.
 - b. If the children's disruptive behavior continues, a staff member will inform the parent that their child is disturbing others.
 - c. If the parent refuses or is unable to control the child, the family will be asked to leave.

2. **DISRUPTIVE *UNATTENDED* CHILDREN UNDER AGE OF NINE**
 - a. The staff member will ask the child to correct his or her disruptive behavior.
 - b. If the child persists in being disruptive, he or she will be told to sit quietly at the table closest to the circulation desk in the Children's Department.
 - c. A staff member will try to obtain the child's and parents' names and will attempt to locate the parent(s) within the building. If the parent is located, the staff member will explain that the child is being disruptive and inform him or her of the Library policy. If the parent refuses to discipline his or her child or is unable to control the child, the family will be asked to leave the Library.
 - d. If the parent cannot be located within the building, the staff member will attempt to contact the parent through using the database, telephone directory, or city directory. When the parent has been contacted, he or she will be informed that the child is being disruptive, will be informed or reminded of the Library policy, and will be told that he or she must pick up the child immediately. If he or she is unable to come immediately to the Library, the parent will be told that the child will be detained at a table close to the circulation desk in the Children's Department until he or she is picked up. The parent will also be informed that the police will be summoned if the child behaves disruptively in the future.
 - e. If the parent cannot be contacted within a reasonable time, or if the Library is closing, the police will be summoned.

3. **DISRUPTIVE CHILDREN, AGE OF NINE AND OVER**
 - a. If a child who is nine years old or older misbehaves, a member of the Library staff will inform the child that he or she is causing a disturbance and warn him or her that if the disturbance does not cease, he or she will be asked to leave the Library.
 - b. If the disruptive behavior continues, a staff member will tell the youngster to leave the Library immediately. The staff member will watch to insure that the youngster does indeed leave the building.
 - c. Whenever a child over the age of nine is ejected from the Library, the Administrative Librarian will write to the child's parents and inform them of the disruptive incident and of the Library's policy.

Adopted December 10, 1996
Quincy Public Library
Board of Trustees

CONDUCT ORDINANCE

Freeburg Area Library District, Freeburg

The Freeburg Area Library District is dedicated to providing access to knowledge and information through reading, writing and quiet contemplation, and providing for patrons the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment.

The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.”

The Board of Library Trustees of the Freeburg Area Library District establishes its conduct ordinance as follows:

Section 1.

A patron who engages in any activity that materially disrupts the use of library facilities, collections or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Section 3.

If, following a request, the patron fails or refuses to comply, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Section 4.

Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the Library for that purpose. This is under INCIDENT REPORTS.

Upon the second recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days.

Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the Library and advised of the consequences of any further recorded instances.

Section 5.

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 6.

In the event a patron barred from the use of the Library attempts entry to the Library during any such period of exclusion, the police will be summoned and informed of the prior action.

Section 7.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees of such conduct to consider a long-term period exclusion of that patron.

Section 8.

This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter, a copy shall be posted within three days of enactment at the Library and the secretary shall maintain a certified copy in the official records of the Library available for public inspection.