

Lyons Township High School District 204  
**Library Media Department**  
Collection Development  
**Procedures Manual**



**May 2022**



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**Created by District 204 Librarians:**

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## Mission

**Lyons Township High School District 204 Library Media Specialists strive to:**

**Teach** all of our students to thoughtfully *inquire* about the world around them, efficiently *seek* information which addresses those inquiries, critically *evaluate* the quality of that information, capably *apply* the knowledge acquired to new problems, questions, or ideas, and objectively *assess* the work they produce as a result of the research process.

**Provide students** with an accepting, welcoming, and non-judgmental environment where they are encouraged to learn, explore, and create.

**Collaborate** with other teachers to design and implement lessons and assessments which challenge our students to become effective users of ideas and information.

**Provide leadership, instruction, and expertise** in the use of information and technology that encourages creative problem solving and ethical, socially responsible sharing of information.

**Provide access** to a variety of quality resources which support the curriculum and meet the diverse needs and interests of our school community in a vibrant learning environment equipped for the demands of 21<sup>st</sup> century teaching and learning.

**Promote life-long learning** through programming which encourages reading, inquiry, and the use of technology to meet learning goals.

## Purpose

The main objective of the Lyons Township District 204 Library Media Department is to foster intellectual freedom by providing students and staff with a wide range of educational materials of academic and personal interest on all levels of difficulty, and in a variety of formats. Materials should be respectful of diversity and appeal to many different points of view.

## Responsibility

Certified teacher-librarians, working cooperatively with administration, are responsible for coordinating and recommending the selection and purchasing of library materials. A broad representation of viewpoints will be considered. Certified teacher librarians solicit recommendations from faculty and students to ensure relevance to the curriculum and the interest of our school population.

# Selection Procedures

## **Objective**

Library materials are selected to:

- Meet the individual learning needs, abilities, and learning styles of District 204 students
- Provide students and faculty with physical access to information that implements, enriches, and supports classroom instruction
- Promote literacy and a lifelong enjoyment of reading and learning
- Represent and respect many different points of view

## **Selection Standards and Criteria**

Librarians use the following criteria as a selection guide for library materials:

- Educational significance
- Contribution the subject matter makes to the curriculum and to the interests of the students
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials by professional personnel
- Reputation and significance of the author, producer, and publisher
- Validity, currency, and appropriateness of material
- Contribution the material makes to breadth of representative viewpoints on controversial issues
- High degree of potential user appeal
- High artistic quality and/or literary style
- Quality and variety of format
- Value commensurate with cost and/or need
- Timeliness or permanence
- Integrity

## **Reviewing Sources**

A number of considerations are made when selecting materials

- Alignment with curriculum
- Educational significance
- Functionality, including clear navigation, searching capabilities, and appealing layouts.

Current reviewing sources:

- *Booklist*
- *School Library Journal*
- *VOYA (Voice of Youth Advocates)*
- *Newspaper Book Reviews*
- *Booksellers*

- *Reputable online review sources*

#### Bibliographies:

- YALSA Best Books for Young Adults, Books for Reluctant Readers
- Abe Lincoln nominees
- Michael Printz nominees
- Alex Awards

## Internet Use

Librarians select Internet sites as information resources according to the District 204 Network Access Agreement and the Acceptable Use of Technology policy.

## Inter Library Loan

The Selection Procedure guidelines do not apply to materials obtained for patrons through Interlibrary Loan from libraries outside of District 204. Librarians may obtain these items without prior knowledge of content. Not all requests for Interlibrary Loan materials are guaranteed fulfillment.

## Gifts

Gift materials shall be judged by the selection criteria described in this document.

## Weeding the Collection

### **Definition**

Weeding is the removal of materials from a library collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current and enticing. Systematic weeding is a needed service that enhances the credibility and use of the Library. A planned method of weeding is an integral part of maintaining resources.

### **Purpose**

Lyons Township District 204 recognizes the importance of maintaining a collection of current, appropriate, and useful materials. Therefore, a periodic evaluation of the collection will be performed in order to remove or replace materials which are no longer useful. Guidelines have been developed to aid in the weeding process; however, the final decision concerning the removal or replacement of material rests with the librarians.

## **Criteria**

Lyons 204 Librarians are responsible for removing materials that are no longer appropriate, circulating, or supportive of the existing school programs and the school community.

The following criteria should be considered when removing library materials from the shelf:

### Weeding by Appearance

- Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
- Badly bound volumes: soft, pulpy paper and/or shoddy binding
- Badly printed works
- Books of antiquated appearance which might discourage use
- Audio-visual materials with missing or broken pieces

### Weeding of Superfluous or Duplicate Volumes

- Unneeded duplicate titles
- Older editions
- Highly specialized books (when library holds more general or up-to-date volumes on the same subject)
- Books on subjects of little interest to the local community
- Books which no longer relate to the curriculum (if specialized)

### Weeding According to Use

## **Guidelines in Weeding Fiction and Nonfiction based on use**

### **Nonfiction**

- 10 years from copyright date
- Reference materials 5 years from copyright date
- Exceptions:
  - Science/Technology 3 to 5 years
  - Customs, Travel, Cooking and Folklore – weed according to use

### **Fiction Materials**

- 10 years from copyright date
- Replace classics as new, more attractive editions become available

# **Confidentiality and Privacy**

District 204 librarians are committed to upholding the law in protecting the privacy and confidentiality of its patrons. Library users have the right to seek information and have the subject of their search remain private. In every possible instance, library records will be kept private and confidential by all library staff. Our intent is to extend to minor patrons the maximum allowable confidentiality and privacy protections of the law.

## Fines and Payments for Overdue/Lost Materials

### District 204 Library Materials

Overdue fines are charged for District 204 library materials. Students are required to pay the cost of lost materials.

### Interlibrary Loan Materials

Fines and replacement costs for Interlibrary Loan materials are dictated by the lending library.

## End of Year Procedures for Unreturned Materials

### Seniors

Graduating students will be notified of outstanding fines no later than 2 weeks before the graduation date. This information will be delivered through standard overdue notice procedures. These fees and/or fines must have reconciled for students to receive their graduation diplomas.

### Underclassmen with Outstanding Library Fees and /Fines

Freshmen, sophomore, junior students will be notified of outstanding fees and fines no later than 2 weeks before the end of the school year. This information will be delivered through standard overdue notice procedures.

- If fees and /or fines are not resolved by the last day of school, information reflecting the current status of these fees and /or fines will be input into the student management system.
- If fees and/or fines are not reconciled over the summer, they will continue on student circulation records until resolved.

## Reconsideration of Materials

Objections to library materials may be made despite the care taken in the selection process. This procedure establishes the process for registering a complaint or challenging a selection decision that provides for a hearing with appropriate action.

- Questions and concerns related to the appropriate nature of library materials should be directed to the Director of Curriculum and Instruction.
- Upon receiving the information, the librarian will notify the school's principal, who will confer with the concerned individual.

- If the individual chooses to pursue reconsideration, they must obtain the *Request for Reconsideration of Library Materials* form from the school. The form is to be completed and returned to the librarian at either campus. At the time the form is presented, the individual will receive a copy of the *Materials Selection Procedures*.
- The individual must return the completed form within two weeks (ten school days) of receiving the form. If the form is not returned, the matter shall be considered closed.
- No questioned materials shall be removed from the library pending a final decision. Access to the material in question can be denied to the student(s) of the individual making the complaint, if they so desire.
- Upon receipt of a completed objection form, the complaint will be reviewed by a team including the Librarians, Curriculum Director and Language Arts Department Chair.
- This review will consist of:
  - reading, viewing or listening to the challenged material in context;
  - obtaining reviews of the material being challenged with a view to gauging the general acceptance of the challenged material;
  - reviewing the district's *Materials Selection Procedures*;
  - establishing relevance of the challenged material to the curriculum and other student needs;
  - completing and submitting to the Superintendent a written report presenting both majority and minority opinions and a recommendation to retain or exclude the challenged material. This report will be submitted within 30 days of the receipt of the complaint. A request for an extension of time may be requested.
- The decision to retain or exclude the challenged material will be made by the Superintendent.

A decision by the Superintendent or by the Board to sustain a challenge will not be interpreted as a determination of irresponsibility by the professionals involved in the original selection and/or use of the material.

See Appendix: *Request for Reconsideration of Library Materials: Curriculum Objection Form*

## Works Consulted

Community School District 99. *Collection Development Guidelines Draft*. Downers Grove: n.p., 2008.

Hinsdale Township High School District 86. *Collection Development Manual*. Hinsdale: 2010.

Johnson, Doug. *Weed!* n.p., 21 June 2007. Web. 12 Feb. 2008 <<http://www.doug-johnson.com>>.

*Illinois School Library Media Association*. n.p., 15 Feb. 2010. Web. 26 Mar. 2010. <<http://www.islma.org/>>

*Information Power: Building Partnerships for Learning*. Chicago: American Library Association, 1998.

Naperville School District 203. *Library Procedures Manual*. Naperville: n.p., 2003.

Slote, Stanley J. *Weeding Library Collections: Library Weeding Methods*. 4th ed. Englewood, CO: Libraries Unlimited, 1997.

University Laboratory High School Library. *Collection Development*. Urbana Champaign 2013.

# Appendices

## Constitution of the United States

### Amendment I (1791)

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

### Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## Illinois General Assembly

### Illinois Compiled Statutes

#### Section 75 ILCS 5/1-7. [Confidentiality].

**Sec. 1-7. Each library subject to this Act is subject to the provisions of The Library Records Confidentiality Act [75 ILCS 70/1 et seq.].**

#### Section 75 ILCS 70/1. [Confidentiality of records; statistical reports permitted].

1.(a) The registration and circulation records of a library are confidential information. Except pursuant to a court order, no person shall publish or make any information contained in such records available to the public.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(c) For the purpose of this Section,

(i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society;

(ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and

(iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

#### Section 75 ILCS 70/2. [Short title].

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.

#### Section 5 ILCS 140/7. Freedom of Information Act. Exemptions.

(1) The following shall be exempt from inspection and copying:

(l) Library circulation and order records identifying library users with specific materials.

Introduced: HB 0201 (January 13, 2005)

Status: Assigned to State Government Administration Committee (1/26/05)

Status: Re-Referred to Rules Committee (3/10/05)

Sponsor: Rep. Jay C. Hoffman

Synopsis: Amends the Freedom of Information Act. Provides that materials prepared or compiled with respect to internal audits of public universities shall not be exempt from inspection and copying.

Effective immediate.

Note: This might apply to audits of library records.

Privacy:

## **An Interpretation of the Library Bill of Rights**



### **Introduction**

Privacy is essential to the exercise of free speech, free thought, and free association. The courts have established a [First Amendment](#) right to receive information in a publicly funded library. Further, the courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. Many states provide guarantees of privacy in their constitutions and statute law. Numerous decisions in case law have defined and extended rights to privacy.

In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The ALA has affirmed a right to privacy since 1939. Existing ALA policies affirm that confidentiality is crucial to freedom of inquiry. Rights to privacy and confidentiality also are implicit in the [Library Bill of Rights'](#) guarantee of free access to library resources for all users.

### **Rights of Library Users**

The *Library Bill of Rights* affirms the ethical imperative to provide unrestricted access to information and to guard against impediments to open inquiry. Article IV states: "Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas." When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.

In all areas of librarianship, best practice leaves the user in control of as many choices as possible. These include decisions about the selection of, access to, and use of information. Lack of privacy and confidentiality has a chilling effect on users' choices. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.

Users have the right to be informed what policies and procedures govern the amount and retention of personally identifiable information, why that information is necessary for the library, and what the user can do to maintain his or her privacy. Library users

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Appendix C—ALA Library Bill of Rights Interpretation

expect and in many places have a legal right to have their information protected and kept private and confidential by anyone with direct or indirect access to that information. In addition, Article V of the *Library Bill of Rights* states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." This article precludes the use of profiling as a basis for any breach of privacy rights. Users have the right to use a library without any abridgement of privacy that may result from equating the subject of their inquiry with behavior.<sup>9</sup>

## **Responsibilities in Libraries**

The library profession has a long-standing commitment to an ethic of facilitating, not monitoring, access to information. This commitment is implemented locally through development, adoption, and adherence to privacy policies that are consistent with applicable federal, state, and local law. Everyone (paid or unpaid) who provides governance, administration, or service in libraries has a responsibility to maintain an environment respectful and protective of the privacy of all users. Users have the responsibility to respect each others' privacy.

For administrative purposes, librarians may establish appropriate time, place, and manner restrictions on the use of library resources. In keeping with this principle, the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library. Regardless of the technology used, everyone who collects or accesses personally identifiable information in any format has a legal and ethical obligation to protect confidentiality.

## **Conclusion**

The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship.

## ***Request for Reconsideration of Library Materials***

Completion of this form is the first step in the process of challenging library materials. If you wish to request reconsideration of any educational resources, please return the completed form to any district librarian.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self?  Organization or other group?

1. Title of Material on which you are commenting: \_\_\_\_\_

Author/Producer \_\_\_\_\_

Book  Textbook  Video/DVD  Display  Magazine

Library Program  Audio Recording  Newspaper

Electronic source

Other \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource?

\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

\_\_\_\_\_