

## I. Introduction

### A. Purpose

The purpose of the Waukegan Public Library Collection Development Policy is to set forth principles and guidelines to direct the staff in building and maintaining materials responsive to community needs by following the mission and goals of the Library.

The policy will communicate to the public how development decisions are made. It presents in one comprehensive document the process and judgments that determine not only the selection of materials but also maintenance of the collection.

### B. Description of the Waukegan Public Library

The Waukegan Public Library had its beginning in November 1845 when the Little Fort Reading Room and Library Association was founded. Over the next 65 years various forms of library activities continued to grow. The Library Association opened a free library on Thursday and Saturday of every week from November 1895 to 1896 when it convinced city officials to support the Library. In June 1898, the city accepted the Library and its effects as a gift from the association and on November 1, 1898 a tax-supported Waukegan Public Library became a reality. In 1901, the City Council agreed to provide land to construct a library at Sheridan Road and Washington Street. Andrew Carnegie donated \$25,000 for the building, and the City Council approved \$2,500 a year support. The Ionian Greek style building opened to the public in October 1903. At one time in the 1930s the Library operated three branches. The first bookmobile went into operation in 1956. As collections and services continued to grow, the Carnegie building became inadequate. In 1963, a bond issue for a new library building was passed. At the corner of County and Clayton streets, the facility opened in December 1965. The Library joined the North Suburban Library Association in 1967, now part of the Reaching Across Illinois Library System. In 1996, the City Council voted to implement renovation of the libraries 16,000-square-foot unused lower level, which was converted into the children's and audio/visual departments. In 2001, a new integrated computer software system was installed. In 2006, the 703 square foot Hinkston Park Branch opened, located in the Hinkston Park Field House. An Early Learning Center was added to the Children's Department in 2008. In 2009, portions of the lower level were renovated to create the Literacy Suite.

As of 2012, the library collection includes more than 207,000 books, 19,000 DVDs, and 15,000 CDs, as well as videogames, BluRay discs, magazines, and other materials. In 2011, the Library added a collection of downloadable eBooks. Approximately 40% of city residents are active card holders.

### C. Description of the Waukegan Community

The Library serves Waukegan, the county seat of Lake County. Located on the shore of Lake Michigan, Waukegan has a rich history of immigration and diversity. The 2010 population of 89,078 people consisted of 53.4% Hispanic, 21.7% white, and 18.2% black. Many different languages other than English are spoken with 83% speaking English at least "well" and 40% speaking Spanish. In 2010, the median family income was \$43,955. The business community has expanded from a downtown retail area to many neighborhood clusters of small businesses. The downtown area has started an initiative to draw in artists and the arts with several art galleries, music venues, theatrical performances and living spaces for artists.

## II. Policies

### A. Waukegan Public Library Mission Statement

Waukegan Public Library puts quality in people's lives, *first and foremost*, through reading and educational support, as well as by providing opportunities to gather and be entertained.

We accomplish this by *listening* to constituents' needs, *identifying* community issues, and *responding* with relevant solutions while responsibly *managing* resources.

### B. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas. View the Library Bill of Rights in full at: <http://www.ala.org/advocacy/intfreedom/librarybill/> The Spanish version is Declaracion de los Derechos de las Bibliotecas at:

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/spanishversion/declaraciondelasbibl.pdf>

### C. Statement on Labeling

The Waukegan Public Library will follow the American Library Association's recommendation to not label materials. View the American Library Association's Statement on Labeling in full at: <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating>

## III. Selection Process

### A. Responsibility for Selection

Final accountability to the Library Board and the public for the entire collection rests with the Executive Director. The responsibility for selection of library materials rests with the Executive Director, who makes that determination in cooperation and consultation with staff and other professional librarians.

### B. Selection Guidelines

#### 1. Criteria

The standard criteria of literary quality, accuracy, popular interest, timeliness, and significance of content are applied in the consideration of all materials for purchase. An item's contribution to a body of knowledge and/or its specific value in filling a particular need is a primary factor in selection. Because the Library serves a public composed of a wide variety of ages, educational backgrounds, languages, and reading abilities, it will always seek to select materials of varying complexity.

#### 2. Tools

Selection of materials is done by researching and cross-referencing standard library survey sources, reviews in professional journals, subject bibliographies, and lists of recommended titles, Internet blogs, popular media and patron recommendations and requests for specific materials.

#### 3. Goals

The Library will collect, organize, produce and make easily available contemporary materials and electronic resources. The Library will provide materials in a timely manner which meets patrons' interests and needs. The Library will purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs. The Library will strive to provide a balance of viewpoints on all subjects in its collections. To maintain the vitality of the collection, the Library staff will practice ongoing collection management. Worn, obsolete and dated materials will be weeded from the collection according to procedures. All collections will be inventoried on a regular basis.

#### 4. Scope

Materials selected for the Library collection are intended to meet the recreational, educational, cultural, and informational needs of the residents of Waukegan. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Library collects materials primarily in English and Spanish. The collection scope is intended to provide only supplemental materials 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-ranging interest to the general public. The collection is reviewed and revised on an ongoing basis to meet current needs.

#### C. Gifts

Gifts of books and other library materials are accepted under the provision of the Library's gift policy.

#### D. Interlibrary Loan

Interlibrary loan is a method of expanding the range of materials available to library users. Interlibrary loan is a supplementary tool to access needs not met by the current collection. Standard interlibrary loan procedures are followed when requesting materials.

#### E. Multiple Copies

Multiple copies are not purchased of every title the Library owns. Both popular fiction and nonfiction titles are purchased in multiple copies if the selector determines a need for more than one copy. For titles with many requests, additional copies may be purchased to meet public demand.

#### F. Format

Materials are purchased in the most appropriate formats for library use. The Library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection.

#### G. Treatment and Level of Difficulty

The Library provides a variety of treatments and levels of difficulty for many subjects and audiences. The range of difficulty starts with beginning picture books and board books, and progresses through graded readers to general adult and scholarly texts.

## H. Archival Holdings

At the Library, usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage. No extraordinary effort is made to preserve or protect the last copy of a title in the collection. Illinois and local history may be retained longer, but even these collections will undergo periodic evaluation and reassessment.

## I. Standing Orders

Standing orders offer an automatic process of securing the newest edition of selected works, and popular authors, subjects, and series. The standing order list is reviewed annually and updated as needed. Additions and deletions from the standing order list are approved by the Collection Manager with purchases ultimately approved by the Executive Director.

## J. Weeding

The Collection Development Policy serves as a guide for weeding and maintaining the collection as well as for the selection of materials. Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patron's needs, to insure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every three years, although certain areas may require more frequent review. Materials from the Reference Collection which retain informational value may be transferred to the circulating collection. Withdrawn materials which are in good condition may be put in the book sale. No materials will be held for or given to individuals.

## K. Reconsideration of Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Collection Development Policy in making additions to or deleting items from the collection. Patrons and staff may submit recommendations in person, or by phone, mail, email or [online request form](#).

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Materials."

A formal, written request will be given to the Collection Manager. The Collection Manager will prepare a written recommendation for the material being reconsidered and present it, with the specific item and the request, to the Executive Director. The Executive Director will evaluate both the material and the recommendation. If the Executive Director's recommendation is to withdraw the material from the collection, the recommendation will be forwarded to the Board of Trustees for its ratification. If the

Executive Director's decision is to retain the material in the circulating collection, the Executive Director will respond to the patron in writing stating his or her decision and offering the option that an appeal of the decision may be brought to the Board of Trustees through the Executive Director.

---

**Policies that are required by statute are automatically amended to reflect any changes in said statute.**

Website of the Waukegan Public Library  
Revised and maintained by:

Richard Lee, Executive Director

Send comments to [richardlee@waukeganpl.info](mailto:richardlee@waukeganpl.info)

# Request for Reconsideration of Materials

Title \_\_\_\_\_

Book     Other

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Do you represent: \_\_\_\_\_

Yourself

An Organization (name)

Other Group (name) \_\_\_\_\_

1. What in the material do you object to? (Please be specific. Cite pages.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you read, view, or listen to the entire work? If not, what parts?  
\_\_\_\_\_  
\_\_\_\_\_

3. How do you think this material affects others?  
\_\_\_\_\_  
\_\_\_\_\_

4. For what age group would you recommend this material?  
\_\_\_\_\_

5. Are you aware of reviews of this material by critics?  
\_\_\_\_\_

6. What would you like the library to do about this material?  
\_\_\_\_\_  
\_\_\_\_\_

7. In its place, what would you recommend?  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

