



ILLINOIS LIBRARY ASSOCIATION

**AVENUES TO EXCELLENCE II**

STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

**VIII. MATERIALS**

One of the public library's functions is to assemble, organize, preserve, and make easily and readily available to all people a variety of print and non-print materials. Materials acquired should enhance the collection and fulfill community needs and interests. Library materials include, but are not limited to: books; periodicals; pamphlets; government publications: newspapers; pictures; films; slides; filmstrips; art reproductions; realia; music scores; maps; recordings and tapes; various forms of microreproduction; television; audio and video recorders and players; computers; computer software, etc.

- 1. The public library must have a written policy for the selection of library materials and for general collection development which shall address the Library Bill of Rights and other ALA documents including unrestricted access to libraries for minors. (Chapter 81: 4-7.2 and Chapter 81: 1004-11.1)

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- 2. The materials selection policy must be reviewed by the Board biennially. (Chapter 81: 4-7.2 and Chapter 81: 1004-11.1)

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- 3. All materials shall be selected, retained, or weeded by library staff in conformance with the selection policy.

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- 4. Libraries shall have a written policy and procedure for handling requests for reconsideration of materials.

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**Budget**

The materials budget shall be allocated based on the results of a community analysis (Appendix A); library circulation statistics; strengths and weaknesses of the existing collection; local, regional and statewide library collections; costs of materials; and user demand. Libraries shall participate in cooperative collection development activities with other libraries.

**Selection**

When selecting materials, the following criteria shall be kept in mind: anticipated user needs, demonstrated needs and specific requests, and evaluation by professionally recognized sources and guidelines.

The public library shall provide resources which enable individuals to examine issues freely. Collections shall contain materials setting forth a variety of views on all topics. This does not necessarily imply numerical balance.

**Organization and Control**

Cataloging and classification of materials shall be by recognized practices. Lending regulations shall facilitate the use of library materials. An inventory shall be conducted at regular intervals.

- 5. All materials, except those judged by the librarian to be irreplaceable or needed in the collection for basic informational services, shall be available for use outside the library.

\_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_

## Formats

The public library's collection shall include a variety of forms. Technology constantly makes available new forms chosen for library use. Whatever choice of formats, materials shall be provided in sufficient quantities and in areas of patron interest. Any collection of whatever type of material shall be dynamic, vital, and continually changing to meet the needs of the community. Items no longer useful shall be withdrawn from the collection and discarded.

Periodicals: The selection of periodicals, like other library materials, shall be based on community interests and needs. Titles included in the periodical indexes held by the library shall be given careful consideration.

The decision on the time span of back files for periodicals shall be based on a periodical usage study, and on cooperative collection development agreements. Libraries must also consider in this decision the current copyright restrictions, which limit the number of times articles published within the last five years may be copied.

6. A periodical usage study shall be conducted every three years to determine appropriateness of the collection to user needs, and the extent to which back files are used.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

## Quality

The number of materials owned by a library is less important than the use those materials receive. In addition to the titles owned, the public library shall have rapid access through the library system and ILLINET to all the titles published in the United States, and to available foreign titles. This is true for all types of media. The output measures as described in Output Measures for Public Libraries, second edition, American Library Association 1987, shall be used to determine (1) whether users find the materials they want when they come to the library, and (2) if not immediately available, how long the wait before delivery.

As mentioned in the paragraph above, quality is more important than the quantity of materials owned by a public library. However, for those libraries planning a new building, building expansion, etc., Appendix G lists input measures on collection size. These input standards were included in the first edition of "Avenues to Excellence". Use of Appendix G is optional.

## Collection Development: Output Measures

7. The title fill rate output measure shall be performed every five years.

**65% Minimum** Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

1990  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

8. Together with the title fill rate, the author and subject fill rate output measure shall be performed every five years.

**70% Minimum** Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

1990  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

9. The browsing fill rate output measure shall be performed every five years together with the above fill rates.

**85% Minimum**

Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

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- 10 The document delivery output measure shall be performed every three years.

a. 7 day \_\_\_\_\_ **33% Minimum**

Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

\_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_

b. 30 day \_\_\_\_\_ **75% Minimum**

Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

\_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_

The following output measures are also in the ALA/PLA manual. The library's roles will determine whether these are important evaluation measures for that library.

- 11 Turnover Rate: Libraries shall measure annually how active specific units of their collection are. Turnover rate expresses how many times each unit of library material would have circulated during the year if circulation had been spread evenly throughout the collection.

\_\_\_\_\_ **1.3 Minimum**

Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

\_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_

- 12 Circulation Per Capita: Libraries shall annually determine the number of items that circulate for every person in the library's service area.

\_\_\_\_\_ **6 Minimum**

Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

\_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_

- 13 In-Library Materials Use Per Capita: At least every three years libraries should determine the number of items used in the library by patrons and staff.

\_\_\_\_\_ **2 Minimum**

Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

\_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_       \_\_\_\_\_

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## FOR FURTHER READING

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