PUBLIC NOTICE

The Westmont Public Library will hold its By-Laws and Policy Committee meeting of the Board of Trustees on Tuesday, January 21, 2014 at 6:00 P.M. at the Westmont Public Library, 428 North Cass Avenue, Westmont, Illinois 60559

Agenda

(1) Call to Order

(2) Roll Call

(3) Pledge of Allegiance

(4) New Business

   a. Review and recommend the Collection Development Policy
   b. Review and recommend the Library Use and Conduct Policy
   c. Discussion of the Policy index and recommend next revision assignment

(5) Adjournment

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact Ms. Julia Coen, Interim Library Director, 9:00 A.M. to 5:00 P.M. Monday through Friday, Westmont Public Library, Westmont, Illinois, 60559; Telephone (630) 969-5625 x 221 or email jcoen@westmontlibrary.org, within a reasonable time before the meeting.

All interested persons in attendance will be allowed to express their views in accordance with policy.
Review and recommend the Collection Development Policy

In this packet you will find the proposed Collection Development Policy. It is a significant revision of the current Collection Development Policy, which is also included in this packet. Selectors were involved in the revision and had the opportunity to review and send comments. All staff were provided with access to the document and have been encouraged to ask questions or submit comments. This Policy also include the Request for Reconsideration of Library Materials form.

Review and recommend the Library Use and Conduct Policy

In this packet you will find the Library Use and Conduct Policy with the proposed inclusion of a Concealed Carry Act compliance statement.

Discussion of the Policy Index and recommend next revision assignment

In this packet is the index of WPL’s Policies and their last revision or adoption date. I suggest that the By-Laws and Policy Committee recommend the Board assign the Exhibits and Displays Policy as well as the Ethics Act Policy for review at the next Committee meeting.
Collection Development Policy

Purpose

The Collection Development Policy serves as a guideline for staff to consult when deciding whether to acquire, discard, or reject an item to the Westmont Public Library (WPL) collection. Additionally, it informs the public about the principles and criteria upon which selection is made. By following the guidelines established in the Collection Development Policy, staff can make consistent and informed decisions about the collection and provide the Westmont community with access to a wide-range of relevant materials.

Philosophy

The Westmont Public Library’s Mission statement and Strategic Plan guide the selection of materials as they do the development of services and the allocation of resources. In an effort to reinforce WPL’s Mission Statement, “providing the community keys to lifelong learning,” staff will purchase materials that help people achieve their full potential. Additionally, WPL will strive to be a leading resource by focusing on the following four priorities of its Strategic Plan: stimulating imaginations, satisfying curiosity, enhancing early literacy, and engaging technologies.

Responsibility for Selection and Management

The Collection Development Policy, approved by the Library Board of Trustees, is administered by the Director. Under the guidance of the Director, select professional, paraprofessional, and support staff members participate in the selection and management of library materials.

Selection Guidelines

- Criteria
  Library materials are selected on the basis of literary, educational, informational, and recreational value. In addition, staff will take into consideration: authority of information and author, popularity and demand, diversity of subjects, ideas, and opinions, local interest, cost and availability, readability and style, and curriculum support. Library staff’s knowledge of the community and the existing collection, as well as their practical experience filling library users’ requests for material and information will also help guide the selection process.

- Scope
  Materials selected for the library collection are designed to meet the cultural, informational, educational, and recreational needs of Westmont residents. The scope of the collection is intended to offer a choice of format, opinion, style, and level of difficulty to our users. The emphasis of scope is on acquiring materials of wide-ranging interest to the general public. The collection is not
archival, with the exception of local history collections, and is reviewed and revised on an ongoing basis to meet contemporary needs.

- **Tools**
  Selection of resources is done from published reviews in professional journals, popular magazines, subject bibliographies, annual lists of recommended titles, publishers’ catalogs, and patron suggestions and requests.

- **Format**
  Resources are purchased in the most appropriate format for meeting the diverse needs of residents. The library acknowledges the enduring demand for traditional formats (like the printed book) while striving to meet the needs of patrons requesting digital formats. Older formats, with decreased use over time, will be de-emphasized and eventually de-selected.

- **Multiple Copies**
  The library will purchase multiple copies of high-demand materials in a timely manner at the discretion of the library. The focus remains on offering a variety and depth of collection to meet the needs of the community.

- **Gifts**
  Gifts are gratefully accepted by the library with the understanding that donated materials are subject to the library’s selection criteria and immediately become property of the Westmont Public Library. The library reserves the right to sell or otherwise dispose of gift materials that are not added to the collection. The library will provide a receipt of donation, but staff will not provide appraisals or itemized lists of donations.

**De-selection of Materials**

In order to maintain a relevant and up-to-date collection, worn, obsolete, and redundant materials are continually removed from the collection. Library staff routinely and systematically evaluate and weed the collection in order to keep the collection responsive to patrons’ needs, to insure its vitality and usefulness to the Westmont community, and to make room for new materials. Materials may be donated, sold, or discarded by the library.

**Reconsideration of Material**

The library invites patrons to ask questions, make suggestions, and express concerns regarding the library collections and materials. The library will carefully investigate and consider suggestions from patrons to reclassify or remove any material from the collection. Patrons who request the reconsideration of library materials will be asked to submit their request in writing by completing the “Request for Reconsideration of Library Material form.” A written response will be sent to the patron. If the patron is not satisfied with the decision, he/she may appeal for a hearing before the Library Board of Trustees by making a written request to the President of the Board.
Additional Statements

The Library Board of Trustees supports and adopts the following fundamental statements of librarianship:

- The Library Bill of Rights
- The Freedom to Read Statement
- The Freedom to View Statement
Request for Reconsideration of Library Materials

Request initiated by (your name): ________________________________________________

Address: ________________________________________________________________

City: ___________________________ State: ___________ Zip: ________________

Phone: ___________________________ Date: ________________________________

Do you represent: _____ yourself _______ an organization (name): ________________

Title for reconsideration: ________________________________________________

Author/Artist: __________________________________________________________

1. What brought this work to your attention?

2. Have you examined the entire work? ___ yes ___ no
   If not, which parts have you read/viewed/listened to?

3. What concerns you about this work? (Use other side or additional pages if necessary.)

4. What would you like the Library to do about this work?
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Signature: ________________________________ Date: __________________________
Collection Development Policy

The Westmont Public Library Board of Trustees envisions the library as the Westmont community’s first choice for information, enrichment, and education by providing the Community keys to lifelong learning.

The Westmont Public Library (WPL) will create opportunities, gather resources, and provide access to the world of learning in keeping with Andrew Carnegie's philosophy that individuals can better themselves through learning. WPL strives to be, in Carnegie’s words, “the people’s university” where individuals and families can learn and grow, and where the community can meet, be entertained, further their education, and stay informed. WPL will strive to be a leading resource by focusing on the following four priorities of its strategic plan:

1. Stimulating Imaginations
2. Satisfying Curiosity
3. Enhancing Early Literacy
4. Engaging Technologies

Purpose of Collection Development Policy

The Collection Development Policy, approved by the library board, is one of the library’s fundamental policy documents. It outlines the philosophies that create and shape the WPL’s unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the WPL’s collection will remain on course, reflecting the needs of Westmont’s community, while creating unique experiences of meaning and inspiration for the individual customer.

Philosophy and Scope of the Collection

The Westmont Public Library collects materials, in a variety of popular formats, which support its function as a major recreational and information source for the demanding needs of the community. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

WPL’s collections will concentrate on materials of high interest and materials that support the library’s strategic plan priorities. The collection will also contain material of an enduring nature.
Patron use is the most powerful influence on the library’s collection. Circulation, patron purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items.

In addition to demand, selections are made to provide diversity of viewpoints to the existing collection. Inherent in the collection development philosophy is an appreciation for each customer of the Westmont Public Library. The library provides keys in the form of resources to support each individual’s journey, and does not place a value on one customer’s needs or preferences over another’s. The library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and young adults are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children’s development. The Westmont Public Library does not intrude on that relationship.

The collection is not archival, except for local Westmont history, and is reviewed and revised on an on-going basis to meet contemporary needs.

The library encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources.

The reference collection contains current and historical non-circulating publications, including many periodicals, to support general reference service for the public, students and businesspeople.

The online collection represents the diverse viewpoints and interests of the entire community the library serves. This collection includes citation and full-text databases; eBooks and other downloadable and streaming media; and instructional programs. User requests are the prime driver in developing the online collections.

Scope of Special Collections
Local History
WPL will collect local Westmont history materials and make them available in the widest yet most economical manner possible.

Muddy Waters
WPL will develop and maintain an extensive collection of Muddy Waters’ sound recordings, biographies and original source materials.

Responsibility for Selection
Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Board of Trustees. The Library Director delegates to the appropriate staff, the authority and responsibility to develop collections that meet the requirements of this policy, that support the board’s strategic plan and that promote consistency in the selection and maintenance of materials collection.

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, an
awareness of the bibliographies of the subject, professional reviewing sources and, most crucially, recognition of the needs of the community.

The following criteria are taken into consideration in selecting materials for the collection:

- Community interest, demand and anticipated demand
- Suitability of subject, style, and reading level for intended audience
- Critical review, literary merit, award winners, or inclusions in bibliographies
- Price, availability and library materials budget
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Authoritateness of author, issuing body, and/or publisher
- Clarity, accuracy and comprehensiveness
- Currency where important to the topic
- Diversity of viewpoint
- Format – availability and popularity
- Relevance to the existing collection’s strengths and weaknesses

Additional criteria for Special Collections include:

- Relevance to Collections of Distinction
- Associated processing, conservation and/or storage requirements

Recommendations

Westmont patrons may request items the library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. Staff determine the best method for delivery of materials using the selection criteria.

Interlibrary Loan

Interlibrary Loan (ILL) is used to provide patrons with access to titles no longer available for purchase, and to a collection with greater quantities or depth. ILL requests, aka holds, will be studied to determine if greater quantities and/or depth in a given area has become a new community need. ILL also can also reduce needless duplication of the special low use collections in other libraries.

The ILL process interacts with the collection development process in two ways:

- Titles that have been requested by patrons and have been considered for purchase but which are unavailable for purchase are referred back to the patron with an ILL recommendation.
- Titles that have been requested by patrons and considered for purchase, but which do not fit the scope of the collection, meet sufficient criteria, are too old, or out-of-date, are referred back to the patron with an ILL recommendation.

Collection Management

The library’s collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of library building and the holdings of other libraries that
may specialize in a given subject matter. Selectors review the collection regularly to maintain its vitality and usefulness to the community.

Collection Evaluation and Assessment

The collection needs continuous evaluation in order to address the library’s mission to provide materials to meet patrons’ interests and needs in a timely manner. Statistical tools such as circulation reports, collection turnover rates, fill rates, and new materials counts are used to determine how the collection is utilized and how it should change to meet patron needs. Qualitative standards include checking subject areas against standard bibliographic tools and recommended subject lists to be sure that the library is acquiring recommended materials. Patron input and community/user surveys will also be used to aid in the evaluation of the library’s collection.

Through these ongoing quantitative and qualitative methods, the director and selectors can monitor the collection to ensure it is serving its public. Short-term priorities will be evaluated annually and a revision made of the entire Policy at least every two years.

Responsibility for Collection Management

The final authority for the library collection rests with the Library Board of Trustees. Implementation of collection development policy and management of the collection is assigned to Library Director and, in turn, the Director’s designee. The Westmont Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Westmont Public Library serves as an instrument for the library, reselling and redistributing library materials that are withdrawn from the collection or donated to the library and designated by the library for resale.

Criteria for Weeding and Withdrawal

The following criteria are used when considering materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature

Gift & Donations Policy

While donations of materials can be a significant contribution to the collection, the library recognizes the resources are required to process and maintain donations. Staff must take these costs into consideration as well as the Collection Development Policy in its entirety, when evaluating potential donations.

All gifts become the property of the Westmont Public Library and will be considered for addition to the collection in accordance with the Collection Development Policy.

Gifts not included in the collection may be sold to benefit the library, discarded or recycled.

Staff cannot perform appraisals or provide itemized lists of donations.
Cash donations for the purchase of library materials in honor of a loved one or event are accepted. Selection of gift titles must follow the Collection Development Policy. Bookplates will be attached to the item, whenever feasible.

Potential donors of materials or cash should contact the Administration.

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 Westmont Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author’s viewpoint. 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 who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form (Appendix III) entitled “Request for Reconsideration of Library Material.”

Review and Revision of the Policy

This Policy will be reviewed periodically in conjunction with any short-term priorities and the library’s long-range plan and mission statement in order to continue to be responsive to the established mission, community interests, and needs. The Collection Development Policy will be reviewed and revised every two years to insure a document that continues to answer the needs of the library and its community.

We would like to thank the Morton Grove Public Library, the Denver Public Library, and the Boston Public Library whose exceptional collection development policies provided inspiration, and from which we lifted whole chunks of succinct description.

Adopted by the Board of Trustees of the Westmont Public Library on
Appendix I

Statements Endorsed by the Library Board of Trustees

In October 2013 the Westmont Public Library reaffirmed its endorsement of the American Library Association’s Library Bill of Rights, the Freedom to Read Statement, and The Freedom to View Statement.

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.


The Freedom to Read Statement
The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.
These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those
that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another things proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will notlisten, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their making for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

7. *It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concepts of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.*

8. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principle means of its testing and growth. The defense of the freedom to read requires of all
publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable believe that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.


The Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formally the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the ALA Council January 10, 1990.
Appendix II

Westmont Demographics

Westmont first came into existence in 1872 when William Gregg started the Excelsior Brick Manufacturing Company. The area, known as Gregg’s Station, developed because the railroad would stop at the factory located on the highest point on the rail line west of the city to pick up bricks for delivery to Chicago rebuilding after the Great Fire. The brick yard was abandoned in 1900, and “Greggs” experienced no significant development until the end of World War I, when land speculator Arthur T. McIntosh came to the area and began buying up property with the intention of creating a town.

Westmont was incorporated as a village in 1921 with a population of about 400. The fore-runner of the Westmont Public Library began in 1925 and the founding of the tax-supported community library occurred in 1943. Westmont is, in 2013, a community of 24,685.

“The Village of Westmont has maintained a stable population with steady household incomes over the past decade. The Village has also witnessed an increase in its older population. This shift has been accompanied by a corresponding increase in median age and a decrease in the size of the typical household.” (VOW Comprehensive Plan)

“Demographic trends show that change in both the population and number of households within Westmont has been minimal, having increased only 0.5% between 2000 and 2010. Younger age groups have experienced modest decline, and growth has been concentrated among those aged 45 to 64. Patterns of change are varied among lower and middle income households, while a pattern of steady growth can be observed among upper income households. The combined result is an older population with moderately increasing household incomes.” (VOW Comprehensive Plan)

“While demand is likely to remain steady for owner occupied single family homes, these demographic shifts point to increasing demand for multi-family and single-family attached housing, both for-sale and rental. For this reason, it is anticipated that multi-family units will continue to increase in terms of total percentage of housing stock. There may also be increased demand for senior housing, which is expanding throughout the region.” (VOW Comprehensive Plan)

The Village is almost evenly divided between owner occupied homes (53.4%) and renter occupied homes and units (46.6%). (2010 census & GOTO 2040) With a scarcity of empty lots in a desirable location, many properties in the coming years will be redeveloped into single-family homes with more square footage or into multifamily homes in the form for duplexes, town homes and condominiums. The 2003 DuPage County Land Use Assumptions estimated the Westmont area would top out at 28,000 residents in 2015 (pre-downturn estimate). Conversations with the Economic Development office indicate that land use capacity will not exceed 30,000 residents and that number is not likely to be reached in this decade.

Westmont students belong to various school districts depending upon their geographic location within the Village. The school districts that serve the majority of Westmont residents are 201, 60, 61, 58, 86, and 99. There are also private schools within the Village limits. Located nearby in Glen Ellyn is the College of DuPage with a satellite facility located in Westmont.
Appendix III

Procedure for Request for Reconsideration

Library patrons requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form, which is available in the library and on the website.

Selector and the service area Coordinator review the request in relation to the library’s mission and selection criteria and supplies the Director with a written recommendation.

The Director reviews the request and recommendation and replies in writing to the filer within thirty days of receipt of the request.

The item in question will not be removed from the shelf during the reconsideration process.

The Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, he/she may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board.

The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing.

The Board will determine whether the request for the reconsideration has been handled in accordance with stated policies and procedures of the Westmont Public Library.

On the basis of this determination, the Board may vote to uphold or override the decision of the Director.
Request for Reconsideration of Library Materials

Request initiated by (your name): ________________________________

Address: ____________________________________________________

City: ___________________________ State: ___________ Zip: ___________

Phone: ___________________________ Email: _______________________

Do you represent: ___ yourself ___ an organization (name): ________________

Title: __________________________________________________________

Author/Artist: __________________________________________________

This is a: ___ book ___ magazine ___ audio recording ___ video ___ other: _________

1. What brought this work to your attention?

2. Have you examined the entire work? ____ yes ____ no
   If not, which parts have you read/viewed/listened to?

3. What concerns you about this work? (Use other side or additional pages if necessary.)

4. What would you like the library to do about this work?

5. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature: ____________________________________________ Date: ____________
Library Use and Conduct Policy

The Westmont Public Library supports the rights of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy. The goal of the Westmont Public Library is to provide an enjoyable, clean, and comfortable environment for all library users.

The Library Use and Conduct Policy is intended to (1) protect the rights and safety of library users, (2) protect the rights and safety of staff members, and (3) preserve and protect the library’s collections, facilities, and property.

Role of the Westmont Public Library

Protect Library Property

The role of the Westmont Public Library is to protect collections, equipment, and property for present and future users. Intentionally damaging, destroying, or stealing any materials, equipment, or property belonging to the library, another user, or staff member is prohibited. Library users are advised to keep personal belongings with them at all times.

Only library-affiliated organizations, such as Friends of the Westmont Public Library, may use the library’s name, address, telephone, and fax numbers as their own and direct their communications to go through the library. This type of exception is granted by the Library Director.

Ensure a Safe and Secure Environment

The role of the Westmont Public Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal law or ordinance is prohibited on Westmont Public Library property. Examples of prohibited activities include but are not limited to:

- Sexual, physical, or other harassment
- Use or possession of weapons: Insert: Carrying of any weapon, concealed or partially concealed, in the library building or on library property
- Possessing, selling, or being under the influence of alcohol or illegal drugs
- Engaging in peeping, stalking, or indecent exposure
- Soliciting, panhandling, or gambling on library property
- Trespassing or entering library property when banned
Provide a Comfortable and Welcoming Environment

The role of the Westmont Public Library is to provide a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We ask library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with normal operation of the library. Examples of prohibited activities include but are not limited to:

- Using profane, obscene, or abusive language including racial, ethnic, or other epithets
- Creating unreasonable noise or using any electronic equipment at a volume that disturbs others
- Running, pushing, fighting, shoving, or engaging in boisterous activity
- Operating roller skates, cycles, skateboards, scooters, or other similar devices on library property
- Failing to comply with a reasonable staff request or failure to leave the library during emergencies and at closing time

Maintain a Healthy and Clean Environment

The role of the Westmont Public Library is to maintain a healthy and clean environment for all library users. Examples of prohibited activities include but are not limited to:

- Smoking, chewing tobacco, or other tobacco use
- Improper dress including not wearing shoes or a shirt
- Poor personal hygiene that is offensive or constitutes a nuisance to others
- Bringing animals inside library buildings, with the exception of service animals and those allowed during special library programs
- Using restrooms for bathing or washing of clothes
- Consuming food or beverages while using library equipment

Secure Child Safety

The role of the Westmont Public Library is to provide a safe and welcoming environment for families and children. The Youth Services area of the library on the second floor is specifically designed to serve the needs of young users. The library is a public place; therefore children’s safety cannot be guaranteed. Children may encounter hazards such as stairs, elevators, doors, furniture, electrical equipment, or other library users. The conduct, safety, and supervision of children while on library premises are the responsibility of parents, guardians, and caregivers. Appropriate supervision provided by parents, guardians, and caregivers will assist library staff in creating a pleasant and safe environment for library users of all ages.

Staff values the safety of children, and staff members will place the safety of children first. Examples of prohibited activities include:

- Adults in the Youth Services area who are not using the collection, accompanying a child, or participating in youth programs
- Adults leaving children under the age of 8 unsupervised. Children must be supervised by a responsible caretaker over the age of 14
Enforcement of the Library Use and Conduct Policy

Enforcement of the Library Use and Conduct Policy will be conducted in a fair and reasonable manner. Library staff and/or Westmont Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe the Library Use and Conduct Policy may be asked to leave the library building and property, be banned from the library for a period of time, be subject to arrest, or be subject to other lawful action. Appeals may be made in writing to the Library Board of Trustees.
Index of Policies

By-Laws

- By-Laws 11/20/2012
- Resolution Defining Meeting and Procedures for Electronic Attendance at Meetings 10/14/2008
- Rules for Electronic Attendance at Board Meetings 10/14/2008

Collection

- Collection Development Policy 1/19/2010

Facility

- Library Use and Conduct Policy 3/19/2013
- Exhibits and Displays Policy 8/13/2002
- Meeting Room Use Policy 6/15/2010

Finance

- Annual Ordinance Authorizing Public Library Non-Resident Cards 5/21/2013
- Capital Assets Policy 3/20/2012
- Investment of Public Funds 10/14/2008
- Purchasing Policy 7/16/2013
- Schedule of Fines and Fees 12/17/2013

Personnel

- Acceptance and Recognition of Gifts Policy 11/18/2008
- Identity Protection Policy 4/19/2011
- Sensitive and Non-Public Information Policy 10/20/2009
- Tuition Reimbursement Policy 7/17/2007
- Volunteer Policy 3/8/2005
- Personnel Code 4/17/2012

Service

- Borrower Registration Policy 6/19/2012
- Confidentiality of Patron Records Policy 7/10/2007
- Interlibrary Loan Service Policy 2/16/2009
- Public Use of the Internet Policy 10/14/2008
- Reference Service Policy 1/16/2009
- Social Media Policy 3/19/2013