

## OMNI COLLECTION DEVELOPMENT POLICY

OMNI (Online Media of Northern Illinois) acknowledges that most public libraries have collection development policies. This policy is not intended to reflect or replace those individual local policies but rather is designed to serve the cooperative and statewide nature of the collection. The OMNI Consortium shared downloadable collection will reflect the diversity of its contributing communities.

### *Material Selection*

Material selection is intended to respond to the recreational and lifelong learning needs of our library community. At this time this electronic collection is meant to supplement the physical collection of each of the libraries not to replace it.

The OMNI Shared Downloadable Collection primarily emphasizes:

- **Popular Materials:** The OMNI Shared Downloadable Collection provides popular fiction and non-fiction in all formats and for all ages.
- **Lifelong Learning:** The OMNI Shared Downloadable Collection provides a non-fiction collection in all formats of timely resources in a variety of subjects for all ages.

### *General Criteria*

To ensure a balanced collection, the following criteria are used by all selectors.

- Popular interest or demand
- Relation to existing collection and other material on the subject
- Published reviews
- Patron suggestions
- Currency of original publication (not date of digitization)
- Suitability of materials for meeting the needs of the patrons
- Unabridged editions unless not available -- then abridged
- Budget restraints

### *De-selection Criteria*

The collection will be reviewed regularly for the purpose of deselection.

### *Patron Requests*

All patron requests will be considered at individual libraries following normal procedures. OMNI is under no obligation to fill any particular request if it does not meet the criteria set out in this policy.

### *Donations*

Donations are welcome. All donations to the OMNI Shared Downloadable Collection site are restricted for the purchase of content.

### *Request for Reconsideration of Materials*

The OMNI Shared Downloadable Collection supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the “Freedom to View” statement of the American Film and Video Association.

A patron questioning materials in the collection should contact the Library Director of their local library, who will give the patron a copy of this policy and review it with them. A library patron who still has questions regarding material in the OMNI Shared Downloadable Collection may submit a complaint in writing, on a Request for Reconsideration of Library Material form (see appendix), to the Director of their library, who will present it at the next regularly scheduled OMNI meeting for review and decision by the group. Once a title has been reviewed no further challenges to this title will be considered.

If the request to remove is an Advantage copy owned by only one library, the request for removal will be given to the owning library to address in accordance with their policies on requests for reconsideration.

### **Acquisitions Procedures**

- It is each participating library's responsibility to purchase its required minimum of new content for the shared collection each OverDrive contract year. "Required minimum" is defined as the dollar amount designated annually in each participating library's OverDrive contract for future content purchases. Purchases must be spread out over the year to ensure new material is always available.
- A library that has not spent 50% of its required minimum by the midway point of the OverDrive contract year immediately relinquishes that amount to the consortium. Likewise, the same procedure will take place at the end of the OverDrive contract year.
- The goal is to maintain 10:1 ratio of holds on titles.
- The responsibility for material selection rests with the participating libraries, operating within the framework of this document.
- The preferred formats for purchase are MP3 for audio, and epub for ebooks.
- The, PDF and Kindle format will be purchased if it is the only available format for that title.
- The preferred version of a title is unabridged; an abridgement may be purchased if that is the only available version of a title.
- When titles are available in audio and ebook formats, both formats should be purchased. Additional copies of either format may be purchased as needed for holds.
- Materials are purchased for all ages.

### **GLOSSARY OF WORDS AND DEFINITIONS**

MP3 - is generally considered the de facto standard for audio players and is supported by most, if not all, audio players on the market, including the Apple iPod.

EPUB - is an open ebook format, developed by the International Publishing Forum (IDPF), and usable on a wide range of readers and software platforms. It is designed to allow book text to "flow" and reformat itself depending on what device/program is being used to read. Since it adapts to the size and shape of whatever screen it's on, the same file can be read by many different devices. This flexibility, while very desirable in a text-heavy book, doesn't work so well with a book that relies on graphics or precisely-formatted content such as a graphic novel or auto repair manual with many schematic drawings.

KINDLE -- is Amazon's proprietary format. It requires that patrons have an Amazon account to borrow and return materials.

PDF- is a document exchange format developed by Adobe. Up until 2008, it was a proprietary format and could only be read (legally) with Adobe software. In 2008, Adobe released it to the

community at large and it is now usable by all royalty-free. Unlike EPUB, it was not designed solely for ebooks and rigidly maintains the formatting of the original document. Thus, the only way to adapt it to different size screens is to enlarge or reduce the size of the entire page. While not particularly desirable for text-heavy ebooks, this makes it ideal for those graphic novels and manuals mentioned above.

Appendix

**Request for Reconsideration of OMNI Electronic Material**

*Review request initiated by:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Information about the material in question:* (Please provide as much information as possible)

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Copyright Date: \_\_\_\_\_

Format: \_\_\_\_\_

Have you completely read, listened to, or watched the title in question? Yes: \_\_\_\_\_  
No: \_\_\_\_\_

What is your objection to the title in question? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need more space for any answers, please use back side of sheet or attach a separate page.

Please note that the OMNI Consortium meets two times a year and your request will be reviewed at the next meeting of the group.