



## ALLIANCE DIGITAL MEDIA LIBRARY BYLAWS

Changes to this document will be proposed by the Selection Committee and voted on by the ADML membership (one vote per library). Changes are approved by a simple majority of voting ADML member libraries.

### Governance and Operations

The ADML Selection Committee is the governing body of the Alliance Digital Media Library. Made up of a team of volunteers from member libraries, the Selection Committee members maintain the consortium collection. Members of the committee agree to actively participate in training and to read Overdrive communication. They make purchases with the goals of making the best use of the consortium's budget while minimizing wait time for patrons and offering a broad selection of titles.

1. The ADML Selection Committee is composed of 7 volunteer representatives of ADML members libraries. Responsibility for the following areas is divided among the representatives:
  - Collection development in these five areas: nonfiction; young adult; children; mystery/science fiction/fantasy; other fiction/romance/inspirational fiction/western
  - Deciding how to spend a certain percentage of the budget on holds
  - Weeding
2. The [allianceoverdrivegroup@googlegroups.com](mailto:allianceoverdrivegroup@googlegroups.com) group is used to communicate with ADML member libraries not represented on the Selection Committee. Every member library must have at least one representative email subscribed to the group to receive ADML communications. Libraries may have more than one member subscribed. The group is communicated with by the Selection Committee or the RSA Executive Director a minimum of 4 times per year. An alternate email list serv can be substituted for the Google group.
3. Participation on the Selection Committee is open to all member libraries. There are no term limits. If a member library would like to have staff join the committee, they should email the current selection committee at [admlselection@googlegroups.com](mailto:admlselection@googlegroups.com). Proposed members should have collection development responsibilities or past experience. If more representatives want to serve than are needed, a vote will be put to the ADML member libraries, with winners chosen by simple majority. The existing committee will be voted on every two years or as vacancies occur by the ADML member libraries. The committee will include at least one member from an Advantage library and one member from a non-Advantage library.
4. The Selection Committee meets a minimum of 4 times per year (in person or online) to review the budget, the allocation of funds by genre, and purchasing procedures.

5. The Executive Director of the Resource Sharing Alliance and RSA staff are responsible for the ADML contract with Overdrive, tech support, and billing. Library requests to join the ADML or to leave the ADML should be directed to the Executive Director of the RSA. New members pay a one-time collection development start-up fee plus an annual ADML fee based on per capita or a flat fee for small libraries. See the ADML fee schedule on the ADML page of the RSA Support Site for specifics, or contact the Executive Director.
6. ADML fees are reviewed every two years. No vote of the ADML membership is required unless a change to the fees is proposed.

## **Intellectual Freedom**

ADML affirms the American Library Association's Library Bill of Rights and acknowledges it as a foundation for the selection and deselection of materials in all formats.

## **Collection Development Policy**

The collection, taken as a whole, will be a source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs. Selection of materials by ADML does not mean endorsement of the contents or views expressed in those materials. The collection, as a whole, will be sufficiently diverse to not promote causes, further movements, or endorse viewpoints. The amount of the budget spent on different genres will reflect the popularity of those genres by the users of the ADML.

### *Selection Criteria*

The collection is broad, current, and popular. This collection is not concerned with being completely comprehensive and some subject areas are collected in greater depth than others, as a reflection of current use and demand. The materials chosen support general interest in a broad range of categories. This collection is intended to serve the general patron instead of the researcher. Titles selected reflect contemporary significance instead of long-term enduring value.

A variety of reading and comprehension levels are also represented in the collection, based on community need. Materials in languages other than English may be added as determined by community need, title availability, and availability of funds.

The collection also includes materials that are classified as local content either by an author, publisher or subject matter relating to Illinois and ADML member libraries.

The following criteria are taken into consideration when selectors are choosing materials. An item need not meet all of the criteria to be selected.

- Identified, expressed, or anticipated demand in the general community
- Availability and affordability of titles from vendors and publishers given the budget
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority, significance, and/or competence of author or creator
- Timeliness and accuracy of material including new editions of existing materials
- Relation to existing collections, such as titles in a series

- Statement of challenging, original, or alternative point of view
- Authenticity of historical, regional, or social setting
- Racial, ethnic, cultural diversity
- Patron interest and recommendations, including local interest
- Materials that promote inclusivity of all users in areas that include:
  - Culturally inclusive
  - Identity and gender inclusive
  - Sexual orientation
  - Religion and spirituality
  - Mental and physical health and abilities

Public demand for an author, title or subject is an important criterion. All requests from patrons for specific authors, titles or subjects will be considered.

Title availability and affordability are important considerations. Given the volatile world of digital rights and publishers, it is important to note that although titles may be available for purchase to consumers from various outlets, they may not be available to ADML because some publishers do not allow public libraries to purchase digital editions of titles, and/or place embargos on new titles for a designated time period. Selectors shall be aware of the variety of lending models available when selecting titles for purchase. As a rule, abridged versions of titles are not purchased. Exceptions can be made on a case by case basis.

### *Weeding*

Metered access titles with no active holds will be deleted automatically.

Other items may be deleted based on relevancy, outdated or inaccurate information, lack of circulation, or age.

### *Materials Reconsideration*

Some materials are controversial and any given item may offend some patrons. The choice of library materials by users is an individual matter. An individual may reject certain items for themselves or their family, but they do not have the right to restrict access to these materials by others. Parents and legal guardians have the responsibility for their child's use of the ADML collection.

Due to the nature of a digital consortium, library patrons have access to materials selected by librarians across the state for a wide range of people from a variety of communities. It is not possible to suppress individual titles in the consortium, or Advantage Plus titles shared from member libraries, for certain participants. Access to the consortium means access to all of its content.

Complaints regarding materials should be directed to the user's home library under their materials reconsideration policy. The library's director should inform the ADML Selection Committee of the complaint.

Note: ADML member libraries may also choose to be Advantage libraries. Contact Overdrive for more information. Member libraries' Advantage Plus purchases are governed by their local Collection Development Policy.

## **Gift Policy**

Monetary gifts can be made by member libraries to purchase titles for the ADML. Gifts should be paid by checks made out to the Resource Sharing Alliance, with the memo “ADML donation.” Gifts can be used to purchase specific titles or titles in specific genres, or to fulfill requests made by or holds placed by patrons of the library making the gift.

*Approved by the ADML Selection Committee 9/20/2022*

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