

COLLECTION DEVELOPMENT POLICY

I. PURPOSE

This policy guides staff and informs the public of the principles upon which collection development decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and deciding on their inclusion or their retention. This policy supports the role of collection development in achieving the Library's mission and strategic objectives. It defines the scope of the collection and provides a plan for the continued development of collection. It outlines the relationship of collection development to the Library's goals and intellectual freedom principles.

II. SCOPE OF COLLECTION

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual and electronic formats. "Collection" is defined as materials that are selected for the Warrenville Public Library District; those selected materials may be physically owned by the Library or may be accessed online. "Selection" refers to the decision that must be made to add a given item to the Library collection and made accessible either in a physical location or online. Not all materials and information found via the Internet are part of the collection. Only electronic resources accessed over the Internet that are specifically selected using the criteria outlined in this policy are a part of the collection.

III. INTELLECTUAL FREEDOM

The library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement*, *ALA Library Bill of Rights* and the *American Film and Video Association Freedom to View Statement*.

The Warrenville Public Library District endeavors to build a collection representing varying points of view. The choice of Library materials by users is an individual matter. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. Parents and legal guardians have the responsibility for their children's use of Library materials.

IV. COLLECTION RESPONSIBILITIES

The Board of Trustees of the Warrenville Public Library District delegates the authority and responsibility for selection of Library materials to the Director. The Director delegates the authority to interpret and apply this policy in daily operation to qualified staff members. Those staff members have the specific responsibility to prepare a detailed collection spending plan for annual administrative review. Securing funds for materials is included in the Library's annual budget process.

The Public Services Department provides continuity in collections through an organized structure for planning, budgeting, selecting, acquiring and managing Library materials.

Staff members contribute to the development of a collection driven by customer needs and expectations by:

- anticipating community needs
- engaging in open, continuous two-way communication with residents and other staff
- welcoming the intellectual adventures of all, regardless of age, language, economic
- status, culture or other characteristics
- interacting with understanding, respect and responsiveness to all
- handling all requests equitably
- working in partnership with one another to understand and respond to needs
- understanding and responding to rapidly changing demographics, as well as societal and technological changes
- recognizing that materials of varying complexity and format are necessary to satisfy diverse needs
- balancing individual and community needs
- seeking continuous improvement through ongoing measurement

The community has a role in shaping Library collections by participating in the collection development process through suggestions and feedback.

V. COLLECTION DEVELOPMENT CRITERIA

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

A. General criteria:

- present and potential relevance to community needs and interests
- suitability of physical form for Library use
- suitability of subject and style for intended audience
- relation to the existing collection
- relation to other material on the subject
- attention by critics and reviewers
- recommendations from reputable publishing sales reps
- cost
- potential user appeal
- requests by members

B. Content criteria:

- authority
- comprehensiveness
- skill, competence and purpose of author
- reputation and significance of the author
- objectivity
- consideration of the work as a whole
- clarity
- currency
- technical quality
- representation of diverse points of view
- representation of important movements, genres or trends
- vitality and originality
- artistic presentation and/or experimentation
- sustained interest
- relevance and use of the information
- effective characterization
- authenticity of history or social setting

C. Format

- Materials will be selected in a variety of formats including but not limited to print, audiovisual and electronic media.
- Careful consideration is given to the introduction of new formats to Warrenville Public Library District collections. Budget and space considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

D. Limited Acquisition

- Textbooks will not be supplied other than those provided by Community Unit School District 200.
- Specialized or scholarly sources will not be supplied for genealogy, foreign language, religious materials, law materials, medical and health materials, local history and other applicable subjects. General guides may be purchased.

VI. WITHDRAWAL OF MATERIALS

A. De-selection

The Warrenville Public Library District is not a library of historical record. To ensure a vital collection of continued value to the community, items which have outlived their usefulness are withdrawn on a timely basis. Items are withdrawn if they are outdated, if they no longer circulate, if there are more duplicate copies than needed or if they are in poor physical condition. Items that are withdrawn from the collection may be sold, donated, recycled or discarded.

B. Replacement

Replacement of specific materials is not automatic. Possible replacement is considered in relation to several factors including but not limited to current

selection procedures, existence of adequate coverage in the collection and demand for a specific title or subject.

C. Duplicate Copies

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

VII. REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

- The Library District's collections are developed using selection criteria outlined elsewhere in this policy.
- Any Library District resident has the right to question the inclusion or exclusion of any item in the Library's collection.
- When a resident expresses a concern to staff, the resident will be referred to the Head of Public Services who will review the concerns with the resident. If appropriate, the Head of Public Services will explain the materials selection criteria.
- If the resident wishes to pursue reconsideration, the Head of Public Services will offer the resident the opportunity to complete a Request for Reconsideration of Library Materials Form. The Form is available upon request at the Adult and Youth Services Desks. The form must be completed by the District resident and submitted to the Library Director.
- The Director will appoint a committee of appropriate staff to review the title in question. The committee will make a written recommendation to the Library Director who will then make a decision regarding the disposition of the material in question. Until such a review occurs and a decision is reached, no change or restriction of the material shall take place.
- The Director will notify the resident who submitted the request of the decision in writing. Copies of the Request for Reconsideration of Library Materials Form, the written recommendation from the staff committee and the Library Director's written response will be forwarded to the Library Board for their information.
- If not satisfied, the resident may appeal to the Library Board of Trustees by making a written request to place the item on the agenda for the next regular meeting of the Board.
- The Board will determine whether the request for reconsideration has been handled in accordance with the Library's policies and procedures. On the basis of this determination, the Board may vote to uphold or override the decision of the staff.
- The decision of the Board is final.

Policy Revision Log

Approved 12/19/2018, effective immediately



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Board of Trustees of the Warrenville Public Library District have established a Collection Development Policy. This form is used by the Library to gather information from any District resident who wishes to request reconsideration of a resource. Please print legibly.

Date _____

Name _____

Are you a resident of the Warrenville Public Library District? Yes _____ No _____

Organization or group, if any _____

Phone Number or Email Address _____

Street Address _____

City _____ State _____ Zip _____

Please return completed form to: Library Director
Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

1. FORMAT: Book _____ Movie _____ Magazine _____ Audio Recording _____
Digital Resource _____ Newspaper _____ Other (please specify) _____

2. AUTHOR: _____

3. TITLE: _____

4. PUBLISHER: _____ PUBLICATION DATE _____

5. CALL NUMBER _____

6. How was the item brought to your attention? _____

7. Did you read, view, listen to, or play the entire work? Yes _____ No _____

8. Have you read the Library's Collection Development Policy? Yes _____ No _____

9. Please state the reason for your request. Be specific. Cite pages, track, scene, etc.

10. Have you read any reviews of the item? Yes ____ No ____

Please cite source, date, page: _____

11. What do you feel might be the result of reading, viewing, listening to or playing this item?

12. For what age group do you feel this item is appropriate? _____

13. What material would you recommend as a replacement that would convey a valuable picture and balanced perspective of the subject treated? _____

14. What would you like the Library to do about this item? _____

12/2018