

# Collection Management

## Collection Development Policy

The Collection Development Policy addresses the selection, deselection, maintenance, and reconsideration of items for collections as well as gifts and donations from the public to the library and its collections.

### Purpose

The library embodies the democratic ideals of freedom to read and access to information and is committed to the democratic principles expressed in the American Library Association's Library Bill of Rights and Statements and Policies on Access. To this end, the library has the responsibility to provide materials representing a wide range of ideas and opinions, including controversial, unpopular, and unorthodox viewpoints and expression. The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Inclusion of a title in the collection does not imply endorsement of the ideas presented in the material, nor does the absence of a title from the collection imply disapproval.

Privacy and confidentiality are key tenets. While customers are free to reject titles of which they do not approve for themselves and their own children, they cannot restrict the freedom of others to choose what to read, hear, or view. Parents, legal guardians, and/or caregivers who are concerned about the content of library materials must assume individual responsibility to restrict or deny access to particular materials or subjects for their children only.

The library is committed to resource sharing at local, state, and national levels as demonstrated by membership and participation in Reaching Across Illinois Library System (RAILS) and WorldShare Interlibrary Loan. Membership in consortia demonstrates the library's commitment to providing access to materials beyond the scope of the local collection for its customers. The library recognizes and respects intellectual property rights and follows existing copyright laws.

### Responsibility

The Library Board of Trustees charges staff with the responsibility for selecting library materials. Under the general supervision of the Library Director, staff in public service departments select materials and maintain collections. Any library materials selected within the general guidelines or intent of this policy are held to be approved by the Library Board.

### Scope

The Sherrard Public Library District collects and provides access to a wide range of materials which meet the informational, educational, and recreational needs of every member of the community, allowing the library to fulfill its mission: The Sherrard Public Library District is a place for everyone to discover, grow, play, and learn. The library strives to provide materials in an array of formats, both current and emergent, which will be of interest and value to its customers.

## Selection of Materials

The Sherrard Public Library District staff selects material to cultivate dynamic and diverse collections. Selection criteria are informed by community interests and aspirations; national and international news and events; publishing and social trends; professional reviews and journals; and staff professional expertise. Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The library does not collect textbooks, academic, or technical materials unless they are considered to a general audience.

## General Criteria

Library staff uses professional judgement and expertise to make selection decisions, which include choosing titles, identifying quantities for purchase, and selecting locations for materials. Highest selection priority is given to those materials having the broadest appeal. Multiple criteria may be used to evaluate and select items for the collection. Selected items are not required to meet all these criteria, which may include:

- Popular interest or demand
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Relevance to community needs or interests
- Readability or ability to sustain interest
- Treatment of subject to age of intended audience
- Reputation of author, publisher, producer or illustrator
- Publisher print run
- Creative, literary or technical quality
- Nationally recognized literary or A/V awards
- Critical assessments in professionally recognized review sources
- Format and ease of use
- Circulation statistics and trends
- Cost and availability
- Relationship to existing materials in the collection
- Whether a title is part of an existing series
- Relationship to materials in other area libraries

Except in rare circumstances, the Library does not collect books that are in binders, have moveable parts, workbooks with fill-in the blanks, or textbooks. The Library will absolutely not purchase formats that are obsolete such as cassettes, vinyl records, VHS tapes, or others that are not currently widely produced or used.

## Collection Maintenance

The library cannot be a permanent depository of all materials that have been acquired. Library staff regularly reviews the collection for retention, repair, replacement, or withdrawal from the collection according to the same guidelines used for selection.

## Weeding Criteria

Factors that are considered in discarding materials include:

- Deteriorated appearance
- Inaccurate or dated information
- Lack of use
- Unneeded duplication of titles or subjects once in heavy demand

## Disposal of Materials Withdrawn from Collection

Materials that are withdrawn from the collection may be requested by other local tax-supported agencies that will use them for the public good or used as giveaways for library outreach programs. Sherrard public schools are given first priority and other public libraries are given second priority for requesting materials. Materials that are not requested by other tax-supported agencies may be offered for sale to the public on the library premises at nominal cost, Better World Books, or recycled.

## Donations

The Sherrard Public Library District accepts donations of many kinds, including bequests, endowments, memorials, in-kind donations, and materials. Trustees and staff may not make any promise to a donor, expect any favoritism from a donor, nor agree to any donor-directed changes in the values, policies, services, collections, or programs of the library as a result of a donation or contribution, nor should any vendor be chosen based on a stated or implied contribution to the library. Donors are responsible for contacting a professional advisor in questions of gift valuation and deductibility. The library reserves the right to terminate an existing donation agreement should conditions arise during the life of the agreement which result in it conflicting with the best interest of the policy. All donated products, materials, and services must meet the standards used by the library in the purchase of similar materials. All donations are subject to the library selection and deselection criteria. The Sherrard Public Library District reserves the right to accept or reject any donation, in-kind donation, endowment, memorial, or bequest.

## Library Material Donations

Donated books and audiovisual items become the sole property of the library and are accepted without obligation as to the final disposition. The library does not accept textbooks, encyclopedias, or magazines, including National Geographic. Material that staff considers damaged or unsuitable for circulation or sale may be declined. Donors are responsible for transporting materials to the library and large donations of materials must be arranged in advance.

## Honor & Memorial Books

Parties providing monetary donations for Honor & Memorial Books may recommend a subject area or format. Library staff responsible for selecting the material will attempt to honor the donor's wishes if the recommendations are consistent with this Collection Management Policy.

## Monetary Donations

Monetary donations are most useful to the library in unrestricted form. Any restrictions or conditions attached to such gifts must apply to the values and purpose of the library and be acceptable to the Library Board of Trustees. If a monetary donation is unrestricted, the funds may be expended by authorization of the Library Director, or designee. If a donation of restricted funds is accepted, it must be expended according to the donor's conditions.

## Other Donations

Personal property, works of art, displays or plaques, portraits, artifacts, antiques, museum-quality objects, and similar materials are considered for acceptance on a case-by-case basis by the Library Board of Trustees. The library will not accept any materials which are not outright gifts, nor will the library accept any materials that attach the condition of periodic or permanent display.

## Recognition of Donors

Donors of library materials may request a receipt at the time of the donation. All monetary donations will be acknowledged with a letter of appreciation. A monetary gift toward materials will be acknowledged with a donor book plate affixed to the item(s) purchased. In the case of a monetary gift given in memorial, tribute, bequest, or recognition of someone, a letter will be sent to the person, or to the family of the person being honored. Donation of personal property, equipment, works of art, etc. valued at \$500 or more will be recognized with a donor plaque, engraved with the donor's name, to be placed on or near the item.

## Request for Review of Library Materials

Customer concerns about material included in library collections will be referred to the appropriate manager who will review the material and communicate the resolution to the customer. If the initial response is not satisfactory to the customer, referral will be made to the Assistant Director and Library Director for review and response. Customers not satisfied with the response from the Library Director may request, in writing, a review by the Library Board. The written request will be given to the Board President who will place the request on the agenda of the next regularly scheduled Board meeting and notify the requesting party of the meeting date. The Board will then review the request and respond to it.