

Collection Management

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 in library consortia and participation in Reaching Across Illinois Library System (RAILS) and Interlibrary Loan. The library recognizes and respects intellectual property rights and follows existing copyright laws. For more information, see "Copyright Compliance."

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.

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 community members, allowing the library to fulfill its mission: to provide services that support the educational and recreational needs of the people, promote the exchange of ideas, and aid in the lifelong learning of the library community. The library strives to provide materials in an array of formats, both current and emergent, which will be of interest and value to its patrons.

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
- Relationship to materials in libraries of local area or consortium

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, in part, 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. Materials that are not requested by other tax-supported agencies may be offered for sale to the public on the library premises by donation, provided to third-parties, or recycled.

Request for Review of Library Materials

Concerns about material included in library collections will be referred to the Assistant Director or Library Director, who will review the material and communicate the resolution with the inquiring party. Additional response may be requested of the Library Board. To do so, a written request may be submitted to the Board President (via the Library Director), who may place the request on the agenda of the next regularly scheduled Board meeting. The requesting party should be notified of the meeting in which the request will be considered.

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 library. 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.

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, magazines, defund item types, or items in poor condition. 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.

Monetary Donations

Monetary donations are most useful to the library in unrestricted form. If a monetary donation is unrestricted, the funds may be expended by authorization of the Library Director, or designee.

Any restrictions or conditions attached to such gifts must apply to the values and purpose of the library and be acceptable to the Library Director and / or specialized library staff. In these cases, the Library Director may suggest areas or specific items of need. The Library reserves the right to decline restricted donations when the designation does not meet library needs, and another use cannot be agreed upon.

After a donation is made – restricted or not – the donor is generally not contacted and will have no further input into the disposition of the gift. Library staff are responsible for the selection, purchasing, and withdrawal of items purchased with monetary donations.

Other Donations

The library will not accept any materials which are not outright gifts, materials that attach the condition of periodic or permanent display, or materials which do not meet the needs of the library.

Recognition of Donation

Donors of materials may request a receipt at the time of the donation. All monetary donations will be acknowledged with a letter of appreciation. Donors will remain anonymous unless express permission is granted, such as in cases of memorials.

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