

COLLECTION MANAGEMENT POLICY

MISSION:

We serve as a welcoming, responsive environment for community gathering by providing space, equal access to information, technology, resources, and engaging learning opportunities.

AUDIENCE:

The residents of the Illinois Prairie District Public Library represent individuals of all ages and represent a multiplicity of racial and ethnic backgrounds, economic and educational levels, as well as physical and mental abilities. The collections should therefore mirror and support this diversity.

PURPOSE:

The purpose of the Illinois Prairie District Public Library's Collection Management Policy is as follows:

- To make available books, materials and technology that will meet the educational, informational, and recreational needs of its patrons, and is done within the limitations of the current budget and availability.
- To develop a children's collection that will stimulate imagination, mental growth, and will develop an appreciation for reading.
- To anticipate the diverse interest of those within the district and to select materials accordingly.

TYPES OF MATERIALS:

- Books
- Books on CD
- Compact Discs
- DVD's
- E-Books and Audiobooks
- Large Print Books
- Patron Computers
- Periodicals
- Reference Books

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

SELECTION CRITERIA:

The Illinois Prairie District Public Library subscribes to the selection principles contained in the following:

- Library Bill of Rights (adopted and amended by the American Library Association)
- Freedom to Read Statement
- Freedom to View

Materials are selected with attention to variety, value and interest to the library patrons. In order to obtain a balanced collection, materials may be considered based on the needs and the degree of interest expressed.

In accordance with the recommendations of *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the Illinois Prairie District Public Library allocates not less than 8% of its operating budget for materials for patrons every year. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all humanity; others are selected to satisfy the informational, recreational, or educational interest of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used. Books may be previewed when sent from publishers on approval and when shown by sales representatives. Patrons, as well, are always welcome to recommend materials.

In order to be considered and/or included in the library collection, whether purchased or donated, all materials are influenced by the following:

- Professional judgement
- Appeal to the interest and need of the community
- Current and historical significance
- Attention of critics and review
- Price and format
- Authenticity
- Relationship to existing collection
- Patron demand
- Timeliness
- Readability
- Award winners
- Spatial constraints

The Illinois Prairie District Public Library endeavors to build a collection representing varying points of view. The choice of reading materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians.

Videos and DVDs are rated by the Motion Picture Association of America and will circulate accordingly. All other library materials will not be labeled or otherwise identified to show approval or disapproval of their contents. (See copy of LABELS AND RATING SYSTEM)

GIFTS, MEMORIALS AND SPECIAL COLLECTIONS:

The library welcomes gifts of books and other materials published in the current year donated with the understanding that they will be added to the collection if needed.

- All donated materials become the property of the Illinois Prairie District Public Library.
- Donated materials are not accepted if they do not meet the library's standard or are in poor physical condition.
- Donated items that are deemed not suitable for the library's collection may be sold at the library book sale or disposed of in some other manner.

The library welcomes memorials, bequests, and other monetary gifts as long as their use is not restricted by conditions that would conflict with the standard practices and policies of the library. (The library has a gift policy statement)

WITHDRAWAL OF MATERIALS

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Weeding is done on an ongoing basis. Materials are evaluated and deselected based largely on quality, relevance, age and demand. Every effort is made to allow materials that are deselected to be sold in our branch book sales or donated. Discarding materials is a last resort, reserved mainly for items of which attempts to sale or donate have failed or items in such poor quality that they cannot be otherwise used.

With consideration for the necessity of a balanced collection, the following guidelines will generally be observed for each section of the library:

- Nonfiction Items in poor condition. Information that is outdated will be weeded.
- 000 – Generalities Annually evaluated for weeding due to rapidly changing technologies. Items that have not circulated in three years.
- 100 – Philosophy and Psychology Items that have not circulated in three years.
- 200 – Religion Information is less time sensitive; items that have not circulated in five years.
- 300 – Social Sciences Items that have not circulated in three years.
- 400 – Language Information is less time sensitive; items that have not circulated in five years.
- 500 – Science Items that have not circulated in three years. 600 – Applied Science and Technology Items that have not circulated in three years.
- 700 – Arts Information is less time sensitive; items that have not circulated in five years.
- 800 – Literature Information is less time sensitive; items that have not circulated in five years.
- 900 – History In general, information is less time sensitive; items that have not circulated in five years. Travel guides may be weeded more frequently based on demand and currency of information.
- Fiction Items in poor condition; items that haven't circulated in three years or are more than ten years old with waning circulation.
- Large Print Evaluated for weeding every three years.
- Paperbacks Evaluated for lack of quality on an ongoing basis, items not circulating for three years will be deselected. Highly circulating copies may be reordered as quality wanes and budget allows.
- Audiovisual Materials Weeded as needed on basis of condition. Items not circulated in three years will be candidates for deselection.

- Periodicals Weeded annually. Current year and one previous year will be retained.
- Newspapers We will attempt to keep an archive of local newspapers as space allows. We have microfilm of certain local newspapers. Other local papers are available on our website in various databases.

[Compiled with information from *The Weeding Handbook* by Rebecca Vnuk; ALA Editions, 2015.]
I. REVIEW/

RECONSIDERATION OF LIBRARY MATERIALS:

The library's philosophy is that censorship is an individual matter. While anyone is free to reject any material which they do not approve of, one cannot use this personal right to restrict the rights of others.

Requests for review of any material in the collection may be made by completing a **Request for Reconsideration of An Item** – and submit to the Library Director.

- The request must be filled in completely.
- The complainant must be fully identified, a resident of the Illinois Prairie District Public Library, and be a registered borrower in good standing.
- The Library Director will present the complaint to the Board of Trustees. The complainant will be notified in writing of the decision reached.

The Collection Management Policy will be reviewed by the Board of Trustees on a Biennial Basis.

Revised 4/11/2013
Revised 3/6/2018
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Revised 10/11/2022
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