

## Collection Development

### **Section 1:** Library Mission Statement

The Indian Trails Library Public Library District informs, educates, entertains and shares resources as it serves, guides, and empowers its members.

### **Section 2:** Protection of the Public Interest

The Board of Library Trustees fully endorses the First Amendment to the U.S. Constitution, the [“Library Bill of Rights”](#) and its interpretations, and the [“Freedom to Read”](#) and [“Freedom to View”](#) Statements of the American Library Association. Copies of these documents are available on-line.

### **Section 3:** Necessity and Procedure for Selection

The Collection Development Policy provides guidance for collection development and material selection, allowing the Library to fulfill the collection needs of our community.

Authority and responsibility for library material selection is delegated by the Board of Library Trustees to the director, who delegates responsibility to staff who are qualified for this activity by education, training, and experience. Collection Development staff have responsibility for resource selection in a manner consistent with the library’s mission and Strategic Plan.

This Policy also provides guidelines for the allocation of funds to various areas of the collection; informs members, staff, and the library board about the scope of the collection and plan for its development; and provides a basis for estimating the planned expenditures over a several year period.

Since a wide spectrum of opinions should be represented in public libraries, no group or individual will be permitted to impose a partisan bias upon the library’s collection. Each item will be judged in its entirety on its own merit.

Recommendations for purchase made by members shall be evaluated using the selection criteria.

The library attempts to provide a diversified and balanced collection of print and non-print materials, and access to electronic resources that satisfy current trends and lifelong learning needs.

### **Section 4:** Collections

#### **Section 4.1:** Fiction and Nonfiction

Fiction and nonfiction are purchased at a variety of reading levels and interests.

#### **Section 4.2:** Reference

Reference materials are purchased on the basis of professional judgment in the most appropriate format. These materials do not circulate, but a variety of online reference sources are also available.

**Section 4.3:** Newspapers and Periodicals

The library subscribes to major Chicago-area and national newspapers. The library holds a large and varied collection of periodicals available in print, digital or electronic formats.

**Section 4.4:** Audiovisual Materials

The library purchases audiovisual materials in various appropriate formats and on a wide variety of subjects.

**Section 4.5:** Electronic Resources

The library subscribes to electronic resources, which are available on the library's website.

**Section 4.6:** Downloadable media

The library purchases downloadable media in various appropriate formats and on a wide variety of subjects.

**Section 5:** Selection and Collection Management

**Section 5.1:** Selection Criteria

Some or all of the following criteria will be taken into account when selecting or considering material to add to the collection:

- Present and potential relevance to community. The library will attempt to purchase the latest edition of a title when multiple editions exist.
- Accuracy of content. The library will not purchase material with demonstrably false content.
- Suitability of subject, style, and format for the intended audience.
- Relation to the existing collection and other materials on the subject.
- Attention given by critics, reviewers, and/or other materials selection aids. Poor reviews may or may not preclude the library from ordering a title. Reviews that suggest a title's unsuitability for public library collections will be strongly taken into account when making a selection decision.
- Quality of design and illustrations.
- Reputation and/or significance of author, illustrator, publisher, and/or producer.
- Physical limitations of library facilities.
- Price and availability. The library may opt not to order an item due to excessive price and/or shipping charges.

- Relevance of format and compatibility with technological advances; community's ability to utilize a new format.
- Suitability of physical format for library use.
- Number and nature of requests from the public. The library will purchase additional copies of items based on the number of holds placed on a title.
- Materials that fit in with the library's strategic plan and service priorities.

**Section 5.2:** Emerging Authors

The library wishes to support self-published authors whose works may not meet all of the selection criteria of our collection. The library will establish an emerging author collection that will be subject to the following guidelines:

- Books will be accepted as donations from the author or publisher and evaluated for inclusion in the collection by the librarian responsible for that genre or subject area.
- Authors must be residents of the greater Chicago metropolitan area or the book must take place in metro Chicago.
- Books will be included based on condition and perceived demand or interest by the Indian Trails community.
- Items will rotate out of the collection and may be withdrawn, depending on demand and established weeding criteria.
- All materials that are donated become the property of the Indian Trails Public Library District and cannot be returned to the donor.
- Donations that are not accepted into the collection will be sent to the Foundation for possible use in their book sale.
- Due to staffing and time constraints we are not able to meet with individual authors, nor notify authors if books are or are not accepted.

**Section 5.3:** Withdrawals and Discards

Indian Trails is not a library of historical record. Materials are regularly removed due to low circulation, outdatedness, physical condition, space limitations, lack of demand, or if they do not meet the library's vision, mission, or strategic plan.

**Section 6:** Gifts and Donations

Gifts and donations of books and other materials are accepted with the understanding that they may be used or disposed of as the library sees fit. New titles, duplicate copies, and replacements may be added to the collection if they are in good condition and meet the selection criteria. Gifts of materials made to the library but not accepted for the collection may be given to the Foundation of the Indian Trails Public Library District for sale or disposal as the group sees fit. Material not utilized by any of the above groups will attempt to be recycled. Donors may request receipts at the time of donation. The library does not provide evaluation of gifts for tax deduction or other purposes.

Gifts to the library may consist of materials, equipment, or funds for the purchase of materials. Funds may be given for acquiring materials recommended by the library staff or for the purchase of items that meet the library's selection criteria. The library encourages gifts not earmarked for specific items to permit the most flexible use of the donation for the enrichment of the collection.

**Section 7:** Fund Allocation

The library's materials expenditures will meet, or exceed, Illinois State Standards for Public Library materials in accordance with the library's strategic planning priorities.

**Section 8:** Request for the Reconsideration of Library Materials

- Any district resident has the right to question the inclusion or exclusion of any item in this library's collection.
- A Reconsideration Request Form is available [here](#), appendix III., and at the Public Services Desks. Forms must be completed by the member and submitted to the director.
- The director and two professional librarians will review the member's request and evaluate the material using published reviews and the library's selection criteria.
- Until such a review occurs and decision reached, no change or restriction shall take place.
- The director will notify the member who submitted the Reconsideration Request of the decision in writing.
- If the individual is not satisfied with the decision, a written appeal may be submitted to the Board of Library Trustees.
- The board will prepare, or cause to be prepared, a written decision based on its findings.
- The decision of the board is final.