

COLLECTION DEVELOPMENT POLICY

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COLLECTION DEVELOPMENT POLICY

A. Collection Development: Purpose and Philosophy

This policy is to assist library staff in making decisions regarding the systematic development of a broad, balanced collection that fulfills the library's mission in the community. The goal in this regard is to select, organize, preserve and make materials in a variety of formats readily available within the limitations of the library's space and budget.

The Flossmoor Library Board of Trustees affirms, endorses and adopts the principles articulated in the "Library Bill of Rights," the "Freedom to Read," and the "Freedom to View" statements.

B. Selection and Withdrawal of Materials

1. Selection Responsibility

Policies regarding the development of library collections are set by the Flossmoor Public Library Board of Trustees. Decisions regarding the development of library collections are delegated to the Library Director and other library staff, and are based on criteria delineated in professional literature, as well as the library's *Collection Development Policy*.

2. Criteria for selection

The Flossmoor Public Library will provide a broadly based and diverse collection of resources.

The Library will strive to provide a balance of viewpoints through its collections and access to resources.

The Library will develop its collection and resources with an awareness of the resources available in surrounding libraries.

Staff will utilize reviews found in library literature and other authoritative subject-related print sources, as well as online resources, in evaluating the suitability of materials.

The Library encourages and at all times welcomes patron suggestions, comments and ideas about the collection and resources.

The following criteria apply to purchased and donated materials:

- Known and/or potential community needs and demands
- High literary, artistic or production values
- Reputation of the author, publisher or producer
- Current and/or historical significance
- Relationship to existing collection in the same subject field
- Suitability of subject, style and level for the intended audience
- Availability and suitability of physical format

Space and budgetary considerations

3. Gifts to the Library

The decision to include gift materials in the collection is based on this Collection Development Policy, the physical condition of the materials, the library's needs, and the availability of shelving space. When the library receives a cash gift for the purchase of library materials, whether as a memorial or for any other purpose, the general nature of subject area of the materials to be purchased is usually based upon the wishes of the donor. Selection of specific titles, however, is made by the library staff in accordance with the needs and selection policies of the library.

4. Withdrawal and replacements of materials

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Criteria for withdrawal or replacement of materials include the following:

- Duplicate copies no longer in demand

- Worn or damaged copies

- Out-of-date and obsolete information

- Little-used materials, especially those which can easily be obtained through interlibrary loan

- Misleading (and/or factually inaccurate)

- Superseded by a new edition or a better title on the topic

- Availability online

Materials may be retained despite above criteria in the following categories: Inclusion in standard bibliographies; classics; works by local authors; local history collections; out-of-print materials; materials which are still in demand or of historical value.

The ultimate decision to withdraw materials depends upon the professional judgment of the library staff responsible for the selection of materials.

C. Reconsideration of Library Materials

1. Selection is based on merits of the work

While the selection of materials appropriate to the needs of the community is one of the basic duties of designated library staff, it is not possible to thoroughly examine every addition to the library's collection. The library recognizes that many titles could be considered controversial and that any given item may offend someone. Selections shall not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of library patrons.

2. Community concerns

Members of the community are encouraged to bring their concerns regarding any specific titles or items in the collection to the attention of the Library Director and the Board of Trustees in either an informal discussion or through a formal complaint process.

3. Formal process

Community members wishing to use the formal complaint process are referred to the appended form regarding reconsideration of library materials. Until this process has been completed, no removal or restriction of material undergoing review shall take place. The decision of the Board of Trustees on reconsideration of materials is final.

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