

## **COLLECTION DEVELOPMENT POLICY**

The Board of Trustees of the Lyons Regional Library District has adopted the following Collection Development Policy to guide library staff and to inform the public about the principles upon which library collections are developed and maintained.

### **Purpose**

This formal policy serves five vital purposes:

- It acts as a blueprint for our collection, guiding staff in decision making regarding the selection, management, and preservation of the collection
- It identifies responsibilities for developing collections
- It establishes parameters and priorities, guiding staff in developing budgets and allocating resources
- It informs the public of principles guiding our collection development
- It states the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints

The Library acquires and makes available materials that inform, educate, entertain, and enrich individuals within the Library's service area. Since no library can possibly acquire all materials, every library must employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge, including works of enduring value and timely materials on current issues. Other resources available within the community and region are taken into consideration when developing the collection.

The Lyons Regional Library District supports the individual's right to access ideas and information representing all points of view. To this end, the Library welcomes and solicits patron suggestions, comments, and ideas about the collection and its development. The District's Board of Trustees has adopted the American Library Association's *Library Bill of Rights*, *The Freedom to Read Statement*, and *Freedom to View Statement*.

Ultimately, we will use data, community feedback, and our expertise in order to create the best collection of materials possible for the residents of the Lyons Regional Library District.

### **Responsibility**

Authority for selection of materials is delegated by the Board of Trustees to the Library Director. The Director oversees the selection process and delegates responsibility for specific sections of the collection to appropriately trained staff. These staff ensure that their choices reflect the guidelines of this policy.

## **Selection and Evaluation Criteria**

Library staff utilize professional judgement and expertise in making collection development decisions. Following are general criteria for evaluating prospective acquisitions. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.

- Contemporary significance, i.e. positive reviews by critics, staff, or patrons
- Current and anticipated appeal
- Publication date and currency
- Appropriateness and effectiveness of the format for Library circulation
- Cost in relation to use and/or enhancement to the collection
- Literary and artistic merit
- Local author, producer, illustrator, or subject
- Accuracy of content
- Suitability of subject and style for intended audience

Tools used in the selection process include standard review sources, trade journals, publishers' catalogs and advertisements, and professional and trade bibliographies. Outside professionals may also be consulted and their expertise used to help staff select materials in the professional's defined subject area. The Library strongly encourages patron input and all patron requests and recommendations are subject to the selection criteria outlined above.

## **Format**

Material is purchased in the most appropriate format for Library use. Books are typically purchased in hardcover for durability. Mass-market paperbacks are purchased only when there are no other format options available. Textbooks and scholarly and/or technical materials suitable for an academic or special library normally will not be selected for the collection.

New formats will be considered for the collection when, by national and community trends and by evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format.

## **Replacements**

Material that has been lost or damaged may be replaced using the same criteria as for selection. Other factors which staff must consider when deciding on replacements include the number of copies of a title owned throughout the AspenCat consortium, the availability of newer material on the subject, the importance of the work in its field, its listing in standard bibliographies, and its cost.

### **Gifts and Donations**

Gifts and donations are received by the Friends of the Lyons Regional Library District to stock their ongoing book sale shelf located at the Lyons Community Library. The Friends request gently used materials and do not accept textbooks.

When possible, staff will review donated materials for consideration for addition to the collection in accordance with the Collection Development Policy.

The District will not assign value to any gift material. However, the Library can provide receipt for the number of items donated if requested. Gifts of funds are always welcome and appreciated. Recommendations from the donor are honored so far as the suggestions are in accordance with the Collection Development Policy.

### **Maintenance and Deselection**

Systematic weeding of materials is required to keep the collection responsive to patrons' needs, to ensure its vitality and usefulness to the community, and to make room for newer material. Weeding identifies damaged items, out of date material, and duplicate copies that are in excess of current needs. To determine retention or withdrawal, staff uses the following criteria based on standard library weeding philosophy:

- Circulation statistics
- Current demand and frequency of use
- Condition: worn, water damaged, ripped, defaced, etc.
- Information: up to date, timely, accurate
- Number of copies available throughout AspenCat

Back issues of periodicals will be removed from the collection according to an established retention schedule.

### **Intellectual Freedom**

The Library is committed to the principle that the continuously protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our entire community. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

While every patron may not agree with the viewpoints offered in some material, the Library has the responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, provided that the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of materials. Patrons are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose.

Decisions about what materials are suitable for particular children should be made by the people who know them best—their parents or guardians. Selection of material for adults is not constrained by possible exposure to children or teenagers.

The Library is committed to free and open access to its collections and to connecting people with the world of ideas, information, and materials they wish to explore in a friendly, nonjudgmental manner.

### **Reconsideration**

The Library will not automatically remove items from the collection at the request of any individual or group if these materials have been chosen according to the selection criteria described herein. We do, however, recognize that a collection of diverse materials may result in patron-expressed concerns or requests for material reconsideration. The following procedure has been developed to ensure that concerns are handled in an attentive and consistent manner.

1. The Library Director will explain the selection policy to the patron. If the patron wishes, a Request for Reconsideration of Library Materials may be submitted.
2. The completed form will be reviewed by the Library staff who have responsibility for material selection and the Director. The resource in question will be objectively reviewed to ascertain that the selection criteria and principles stated herein were applied to the selection process.
3. The Director or appropriate staff member will make a written response to the requester within fourteen days of the date that the Request for Reconsideration was submitted. The Director will also notify the Library Board of each Request for Reconsideration.
4. Should the requestor wish to appeal the Director's decision, final appeal in writing may be made within fourteen days directly to the Library Board.
5. Based on the information presented by the requestor and the Director, the Board votes to uphold or override the decision of the Director.

Materials will not be removed from the collection until a final decision has been made.

Approved and Adopted by the Lyons Regional Library Board of Trustees:  
April 21, 2020