

Collection Development Policy

Purpose Statement

The Lyons Regional Library District's Collection Development policy provides a strategy for the selection and removal of materials that the library utilizes to support its broader mission, providing equal access to materials that supports the District's cultural, educational, entertainment, and information needs.

This document follows the guidelines set forth by the American Library Association's "Library Bill of Rights" and that organization's further insight given in the following Statements: Freedom to Read, Access to Library Resources and Services for Minors, Freedom to View, and Diversity in Collection Development (see links below). All of these documents are used to support the Lyons Regional Library District's Collection Development Policy.

In summary, the documents listed above state that books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Material Selection and Maintenance

The Library considers its broader mission as it selects, maintains, manages, and provides access to relevant information sources, as well as how it handles donations, the removal of materials, and prevents censorship.

The Library creates a collection of materials that provides a balanced viewpoint for the community, including special populations, by offering a wide variety of differing opinions and insights in multiple formats. The selection process for materials will be flexible and responsive to community needs and demographics. Additions to the collection will be reviewed and deemed topical as well as relevant to the needs, views, and interests of the District in part measured by collection statistics and checkout rates.

Selection criteria includes, but is not limited to, author's reputation and significance, importance of subject matter to the collection, availability of material at other libraries, timeliness or permanence of the book, authoritativeness, inclusion in standard bibliographies, and reviews

Collection Format

The Library's collection includes adult and children's fiction and non-fiction books, audiobooks, E-books, E-audiobooks, and DVDs, along with periodicals, toys, and electronic equipment and other realia. Materials are purchased in special formats when needed to serve the audience for whom it is intended. The evaluation, selection, and removal of items is the responsibility of the Library's professional staff under the guidance of the Director.

The majority of materials will be displayed with a focus on increasing access to the collection, rather than preservation for long term storage, and will be done so in such a manner that the Library shows neither approval, nor disapproval, of the contents held within its materials.

Request for Addition to or Removal from the Collection

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

above. In addition, patron requests for specific items will be considered if the item meets the selection criteria and other collection development policies outlined in this document. Finally, the Library will not restrict access to materials with regards to children and young adults, instead resting the responsibility of such decisions on their parents or legal guardians as set forth by the American Library Association's stance on Access to Library Resources and Services for Minors (see link below).

The Lyons Regional Library District recognizes that a collection of diverse materials may result in patron expressed concerns or requests for material reconsideration. The following procedures have been developed to assure that concerns are handled in an attentive and consistent manner. The Library will consider patron objections to material in its collection by using the following procedure:

1. The Library Director will explain the selection policy to the patron. If the patron wishes, a Request for Reconsideration of Library Materials (available from the Director) may be submitted to the Library Director.
2. The completed form will be reviewed by one or more members of the Library staff who have responsibility for material selection and by the Library Director. The resource in question will be objectively reviewed to ascertain that the selection criteria and principles stated above were applied in the selection process.
3. The Library Director or a member of the Library staff will make a written response to the requester within 14 days of the date that the reconsideration form was submitted. The Library Director will also notify the Library Board of each Request for Reconsideration submitted.
4. Should the requester wish to appeal the Director's decision, a final appeal in writing may be made within 14 days directly to the Library Board.

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

Donation of Materials

At this time the Library discourages donations of materials due to limited space and resources. Any donated items not selected for inclusion in the collection will be sold, donated, discarded, or otherwise removed from the building at the discretion of the Library.

American Library Association Links: Library Bill of Rights:

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Access to Library Resources and Services for Minors Statement:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

Freedom to View Statement:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Diversity in Collection Development Statement:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversitycollection>

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