



## **Collection Development and Management**

**This policy must be reviewed biennially per 75 ILCS 16 §30-60**

### ***Guiding Collection Development Philosophy***

As a small public library, the Smithton Public Library District (the library) strives to maintain current, relevant, and unbiased general-interest collections to satisfy the information and entertainment needs of our patrons. General purpose reference collections are also developed and maintained for the basic research needs of our patrons, and the library will develop finding aids for freely available on-line reference and entertainment content (which may included, but is not limited to: websites, research guides, open-access gray literature repositories, podcasts/vodcasts, You-Tube videos, etc.) and open-access research material to serve patrons who would like to carry their research further.

The library will consider one or a combination of factors when selecting material for collections, including but not limited to: patron demand, availability; suitability of subject, format, and level for intended audience; published and/or broadcast reviews; authority and significance of the author, composer, filmmaker, etc.; reputation of the publisher or producer; timeliness and/or permanence; quality of writing, design, illustrations, or productions; relevance to community needs; potential and/or known demand; comparison with our existing materials on the same subject; accessibility of the same material in the geographic area or through the local consortia ; placement on best seller lists, and cost.

The Smithton Public Library District supports the ALA's Freedom to Read policy and Library Bill of Rights (see **Appendix**).

### ***Responsibility for the Selection of Library Materials***

The Library Director is responsible for the selection of library materials. Selection duties may be delegated, in part, to appropriate staff members whose selections will then be approved by the Director before purchase is made. Input from the public regarding the selection of materials is encouraged and efforts will be made to acquire requested materials if they are not available through the consortia and are appropriate for the library collections.

### ***Collection Organization***

The collection is organized as follows, and developed within these divisions:

Special Collections - Local History

Reference

Adult Non-fiction

Adult Fiction

Children's Non-fiction

Children's Fiction

Young Adult Non-fiction

Young Adult Fiction

Periodicals

Adopted by Resolution of the Board September 15, 2011

Revised September 19, 2013



## Electronic Databases and Resources

### **Specific guidelines in Addition to the Guiding Collection Development Philosophy**

**Special Collections - Local History :** The library will collect material, including ephemera, relating to local history as space allows.

**Reference :** Certain ready-reference materials such as almanacs, atlases, dictionaries, encyclopedias, etc. will be maintained on a non-circulating basis. In effort will be made to discovery of freely-available electronic resources and developing patron usage of these materials where available.

**Adult Non-fiction :** General interest collecting should be considered with priority given to current popular titles. Additionally, the library will maintain current and relevant collections in the topics of: Cookery, Genealogy, and Local Interest.

**Children's and Young Adult Non-fiction :** Collections relevant to school work and homeschooling activities will be maintained and kept current. A collection of college-prep and college-search materials will be maintained and kept current as well.

**Electronic Databases :** The library will provide access through its website to databases provided through agreements with the Illinois State Library, GateNet, and the Illinois Heartland Library System

### **Audio, Video, and other formats**

The library will maintain a collection of audio books, videos, etc. in the format appropriate to prevailing technology to support the collection as a whole as the Library Director sees fit. Due to space limitations, the library cannot maintain comprehensive collections in these formats and priority will therefore be given to popular materials as determined by: patron requests, reviews, awards, etc.

The library may develop other supporting collections for use within the library for circulation, including but not limited to: board games, toys, video games, technological hardware (computers, video cameras, iPods, etc.), and so forth.

### ***Collection Maintenance and Weeding***

The condition of material is to be evaluated by library staff when material is returned to the library. If the condition of an item has deteriorated in such a way that the condition discourages use of the item, library staff will determine if the item is to be repaired or replaced. Unless an item is out-of-print, it will generally be replaced if the required repair work is extensive.

Circulating material that has not circulated for two years is to be considered for removal from the collection, with exceptions made at the discretion of the Director for canonical literature and non-fiction materials. Reference and non-fiction material whose information has become out-of-date or shown to be inaccurate is to be removed from the collection and discarded.

Adopted by Resolution of the Board September 15, 2011  
Revised September 19, 2013



Periodicals are kept for one year and then discarded.

Final decision to discard items from the library collection rests with the Library Director.

Items removed from the collection that are not out-of-date or shown to be inaccurate will be placed in the next library book sale. Any books remaining at the end of the sale are to be donated to charitable organizations.

### ***Interlibrary Loan***

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Smithton Public Library District agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

This is in accordance with the library's membership in the Illinois Heartland Library System and OCLC.

### ***Donation Policy***

The library may accept donations of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as he/she sees fit. Donated materials are subject to the same discard policies as other library materials. The same criteria of selection which are applied to purchased materials are applied to donations. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by this policy. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the Director if no specific book is requested. The Smithton Public Library District encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

### ***Challenges***

Citizens wishing to comment on the appropriateness of a specific item in the collection may submit a "Request for Reconsideration" letter. This letter is to be submitted to the Library Director, who will refer the matter to the appropriate library staff member for consideration. The library staff member will examine the item and gather reviews and other pertinent information and recommend to the director what further steps should be taken. The director will make a



written response to the patron within thirty days. If not satisfied, the patron may appeal to the Smithton Public Library District Board, which makes the final decision. Neither the Library Director nor the Board are under any obligation to remove challenged materials from the library collections.