

## **Collection Development and Materials Selection**

The Homer Township Public Library provides and maintains a balanced and broad collection of materials in appropriate and varied formats for the community's personal growth, entertainment, and lifelong learning. The Collection Development and Management Policy outlines the principles and guidelines upon which a useful and well-rounded collection is built and maintained within budgetary and spatial constraints.

The Library supports the Library Bill of Rights, the ALA Freedom to Read, and the ALA Freedom to View statements, which shall protect the intellectual freedom of library users, prevent censorship of library materials, and will ensure items are not withdrawn from the collection merely because individuals or groups object to the material or its contents.

The Library recognizes that each patron's choice of materials for personal use is an individual matter. Given the diverse nature of the collection, not all materials are suitable for all patrons, and responsibility for a minor's use of materials and resources rests solely with the parents, caregivers, or legal guardians. Patrons are free to choose items for themselves, but they may not restrict or censor another patron's use of library materials. The inclusion of materials in the collection does not imply endorsement of their contents by the Library.

### **Responsibility**

The responsibility for the Collection Development and Management Policy, which governs the management of the Library's collection, rests with the Library Board of Trustees. The Director oversees the Library's collection. The Director delegates authority for selecting, ordering, maintaining, and weeding library materials to the Library staff. Designated staff members will utilize their training, experience, and professional knowledge in selecting library materials. No employee may be disciplined or dismissed for selecting library materials in good faith and in accordance with written policy, as required by Illinois statute.

### **Selection Criteria**

Material selectors strive to maintain an unbiased perspective while developing a diversified and balanced collection in a variety of formats that present varying viewpoints on a broad range of topics. Selection sources and tools include professional journals, trade journals, online resources, publishers' promotional materials, popular media, reviews from reputable sources, patron suggestions and requests, and school reading lists.

The following criteria serve as selection guidelines:

- Broad appeal or high demand from the community
- Relevance to community interests and needs
- Patron suggestions and requests
- Representation of inclusive experiences and diverse viewpoints
- Ease of access and use
- Local interest, including local history, local genealogy, and works by local creators
- Popularity of the author or performer
- Alignment with school curricula as well as library programs and initiatives

- Balanced representation of viewpoints
- Timeliness or ongoing relevance
- Accuracy of information and its relation to existing holdings
- Cost
- Space considerations
- Availability from an established library vendor
- Durability of format and suitability for circulation by a public library
- Ability to obtain the material from other libraries

The library welcomes purchase suggestions from patrons, trustees, and staff. Items that do not meet selection criteria may be borrowed via interlibrary loan upon request.

### **Collection Maintenance**

To ensure that the Library's collections are up-to-date and relevant to the community's needs, it is the responsibility of the library staff responsible for collection development to regularly reevaluate items previously added to the collection. The Homer Township Library is not a repository; materials are removed from the collection through continuous review and withdrawal, or due to loss or physical damage. The deselection of library materials is at the discretion of the Executive Director and/or their assigned designee(s).

While a single standard cannot be applied to each item, designated library staff use the following general criteria when considering materials for withdrawal:

- Physical condition
- Outdated, inaccurate, or obsolete information
- Lack of demand or infrequent use
- Superseded editions or formats
- Format obsolescence
- Space limitations
- Parts or volumes missing

Withdrawn materials may be discarded, sold, or offered to other organizations.

### **Gifts and Donations**

Gifts to the collection can be in the form of money or actual materials. The Library's selection guidelines apply to any gifted materials or materials purchased with donated funds. The Library reserves the right to accept or deny, at its discretion, any donated funds or materials. Upon request, receipts for material donations will be provided, but no monetary value will be assigned.

Donations of books and other materials will be accepted by the Library with the understanding that they are given unconditionally and become the property of the Library. The Library will not accept any materials that are not outright gifts, nor will it accept materials that require periodic or permanent display as a condition of donation. The Library reserves the right to redistribute donated materials to another organization or institution, add them to its collection, sell them, or dispose of them in any other manner. The Library reserves the right to evaluate and select donated materials based on the criteria outlined in the Collection Development and Management Policy.

## **Reconsideration of Library Materials**

The Library does not endorse opinions contained in its materials. If a patron questions material(s) in the collection, the manager of the department in which the material is located will evaluate the item(s) and may discuss the issue with the patron. If the matter is not resolved and the patron resides within the Homer Township Public Library District, the patron may make a formal request for reconsideration.

Patrons who request the reconsideration of library materials will be asked to complete and sign the form entitled "Request for Reconsideration of Library Materials". Upon receipt of this completed request form, the Executive Director will meet with the professional staff in the appropriate department to review the complaint and the original reasons for including the material in the collection. Until a decision is reached, an item will remain in the collection. The Executive Director will notify the Board of Trustees of the complaint and recommendations of the professional staff. The Executive Director will respond to the complainant.

If the complainant is not satisfied, they may appeal to the Board of Trustees. The Board of Trustees may hold a hearing or take other appropriate action. The Board of Trustees reserves the right to limit the length of the presentation and the number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with the stated policies and procedures of the Homer Township Public Library District. The board may vote to uphold or override the decision of the Executive Director. All decisions of the Board of Trustees are final; however, an item that has already been formally reviewed for reconsideration and was decided to remain in the collection may not be eligible for reconsideration again until one year has passed.