

## Collection Development and Management Policy

### Introduction

The Messenger Public Library is a destination that connects the community to literacy, information, ideas, and experiences.

The purpose of the collections of the Messenger Public Library of North Aurora is to provide individuals with carefully selected books, content, and other resources to aid in the pursuit of education, information, research, culture, and recreational reading. The *Collection Development and Management Policy* outlines the library's approach to acquiring, curating, and enhancing collections across all formats to serve our users.

Library staff members strive to provide current and factual information to supplement and enrich individual learning. A public library collection represents a wealth of knowledge, varied viewpoints, an array of cultures, and a variety of experiences. MPL supports the individual's right to have access to ideas and information, in alignment with supporting documents providing a framework for the philosophy and professional ethics of public library services.

A public library collection represents a window to the world of knowledge and the landscape of human experiences. As such, MPL resolves to protect the right to freely access information and materials as promised by the First Amendment of the Constitution of the United States. MPL will function in legal accordance with the *Illinois Library System Act* and **Library Systems: Book Banning HB2789** to resist censorship and book banning, allowing individuals to make their own decisions for themselves, and their children.

MPL follows the **Collection Management** standards listed in *Serving our Public 4.0: Standards for Illinois Public Libraries*.

The library serves as a public library and holds items and resources of both fiction and non-fiction of current and lasting value. Since one library cannot afford all the available materials, collaboration with the SWAN consortium provides access to over a hundred libraries and approximately 8 million items. Through a shared catalog and interlibrary loan, items may be located that exceed the scope of MPL's holdings.

### Philosophy of Public Library Collections

The Messenger Public Library upholds the American Library Association in the following statements (see Appendix)

- a. Library Bill of Rights

- b. Freedom to Read Statement
- c. Freedom to View Statement
- d. Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights
- e. Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: An Interpretation of the Library Bill of Rights
- f. Diversity in Collection Development, an interpretation of the Library Bill of Rights
- g. Evaluating Library Collections, an interpretation of the Library Bill of Rights

### **Responsibility for Selection**

The Library Director holds final responsibility for the collections, within the framework of policy authorized by the Board of Trustees. Professional Librarians are designees for individual department decisions.

Library staff members select, evaluate, and withdraw materials based upon their professional judgment, reputable resources, and their knowledge of information needs.

### **Selection Criteria and Procedures**

Library staff shall follow established professional criteria for the selection of materials for the library collections. As it is impractical and impossible for staff to read and review each item added to the collection, information gathered from published reviews in professional journals, popular media, retrospective guides and bibliographies, annual lists of recommended and/or award-winning titles, publishers' catalogs, school reading lists to support curriculum needs, and best-seller lists serve as a basis for applying selection criteria.

Additional factors for consideration may include:

- Community needs and demands, both demonstrated and anticipated
- Popular demand
- Value and accuracy of information
- Authority and reputation of the author or creator
- Representation of various viewpoints, but not necessarily a direct point/counterpoint
- Relevance to the experience and contributions of diverse populations
- Price, format, and production quality
- Literary merit or enduring value

Multiple copies may be purchased based upon demand, hold lists, or inclusion on current award lists.

Placement in the collection will be made by the staff members based on reading or usability level from professional review sources, including generally accepted age ranges of the reader and maturity of content.

### **Youth and Teen Materials**

Materials especially suited to young people from infancy through fifth grade are housed in the Youth Services area of the library. A collection of materials for young people of middle school and high school age is housed in the Teen and Young Adult section. These materials are carefully selected for younger patrons using the same general guidelines as the adult collections.

The assignment and placement of youth and teen materials is done according to publisher and reviewer recommendations, library staff assessment of the material, and maturity or reading level of content. It is not intended to restrict any person in their use of the library. All library collections and resources are available to any library cardholder.

Parents and caregivers have the responsibility for the guidance of their child's use of the library and its resources. The library does not collect textbooks, academic, or technical materials unless they are considered useful generally or supportive to the library's mission and strategic plan.

### **Responsibility of Patrons**

Patrons are responsible for recognizing that the library collects widely diverse materials. All are welcome to find materials that interest them while allowing others the same freedom and liberty. As a public library practices intellectual freedom, one viewpoint or ideology may not overrule or exclude another.

MPL provides unrestricted access to all ages as part of the public library's mission of access to information. Minors are granted the Freedom to Read. MPL does not function *in loco parentis*; the direct parent or caregiver is responsible for the choices of their own children. Parents are responsible for allowing access to a library card and communicating with their children about what is appropriate for their family.

Patrons are free to reject titles of which they do not approve of for themselves and their children but may not restrict the freedom of others to choose what to read, hear, or view.

### **Gifts and Donations**

Gifts to the collection can be in the form of money or actual materials. The same standards are used in accepting potential gifts as are used in purchasing materials. Donations of materials are accepted under the following guidelines:

- The prospective donor may submit a list (interest/author/title) of what they wish to donate.
- Staff members evaluate the requests based on the collection policy and notify the prospective donor.
- Donors are encouraged to offer materials not desired by the library to the book sale or other organizations.
- Library staff do not appraise donated items nor indicate a value.
- Donations may not be accepted if they do not fit into the overall Collection Management Policy selection and retention guidelines.
- MPL reserves the right to sell or otherwise dispose of gift materials not added to the collection. Upon receipt, donations become the property of Messenger Public Library and are subject to use, deselection, and disposal per standard operating procedures.

### **Retention and Deselecting**

MPL staff will work to ensure the library's collections meet the community's needs and demands. Collections should be up to date, relevant to needs, and appear clean and timely. Except for local history holdings, a public library collection is not an archival collection and materials may be added or removed through continuous evaluation.

Items may be withdrawn due to:

- Low usage/checkouts
- Multiple copies no longer needed
- Outdated or inaccurate information
- Physical condition
- Space limitations
- Availability of similar information in consortia or online resources

Withdrawn items may be placed in the library's book sale, donated to other nonprofit organizations, or otherwise recycled or discarded.

### **Electronic Resources and Special Formats**

Library staff review, evaluate and select non-book and electronic resources using the same policies, guidelines, and criteria that apply to print resources. Factors governing the choice of format include anticipated use, storage requirements, ease of access, and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary consideration.

Electronic resources represent an increasingly important component of our collection here at MPL. "Electronic resources" refer to those materials that require computer access, whether through a personal computer or handheld mobile device. They may either be accessed remotely or locally.

When evaluating such resources, MPL staff consider the following:

- Technical feasibility including remote access, stand-alone access, hardware and software compatibility and capability, storage, and maintenance.
- Functionality and reliability including search and retrieval functionality, exporting, and downloading to a machine, and downloading to an electronic device, interface, system intuitiveness, and navigation.
- Vendor support including user training and support, trials and product demonstrations, technical support, provision of bibliographic data, data security, and archiving policies.
- Supply including purchase model, access options, i.e., single user, multiple users, maintenance fees, cancellation rights.
- Availability of items in the format, the cost per item, and the library's ability to acquire and handle the items will be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library's collections.

### **Request for Reconsideration**

MPL welcomes questions regarding materials and will refer patrons to the adopted statements referenced in this policy.

If there is a concern about a material, MPL requests patrons to take the following steps:

- 1) Contact the Department Head for a discussion.
- 2) The Department Head will review the material and schedule a discussion with the patron or provide a written response.
- 3) Should the concerns not be addressed, a **Request for Reconsideration** form should be completed in entirety by the patron. The Library Director will review the material and may schedule a discussion with the patron and will provide a written response.
- 4) Should the patron not be satisfied with the response, an appeal may be made in writing to the Library Board of Trustees with the Request for Reconsideration. The Library Board will review the steps to ensure that the process has been followed and review the material and supporting documentation. The Board of Trustees will make a decision; it is considered final.

The following limitations apply:

- Concerns about materials will only be responded to from residents of the service boundaries of MPL. If a patron does not reside within the service boundaries, the concern should be discussed with the individual's home library.
- The Request for Reconsideration document should be fully completed by the patron.
- Appeals to the Board of Trustees will only be reviewed once every 12 months per item.
- Requests will be handled as staff time allows.
- The material will remain in circulation while the process is followed.

**Attachment:** Request for Reconsideration Form

*Approved by BOT 6/9/23*