

# Collection Development Policy

## I. Introduction

The Library Board of the Crystal Lake Public Library recognizes that American democracy functions only if the full range of human ideas is accessible. Proponents of all viewpoints must be able to fully and openly make their cases, however popular or unpopular they may be. This principle is embodied in the First Amendment of the Constitution, which protects the free expression of ideas, and in American public libraries, which provide access to those ideas.

The Library has adopted the American Library Association's Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. The Library believes in the unrestricted access to all informational and recreational materials in our collection.

A library collection is a marketplace of ideas that are contained in varied and diverse materials and resources that are available in a variety of formats. The Crystal Lake Public Library collection is designed to fulfill this ideal. Forms of expression that are unprotected by the First Amendment will not be included in the collection.

The Collection Development Policy will be guided by the Mission Statement, Values, and Service Directions as stated in the Crystal Lake Public Library's Strategic Plan.

The Collection Development Policy for Library materials shall be as follows:

## II. Definitions

- A. Selection refers to the decision to add, retain, or withdraw materials in the Library's collection.
- B. Library materials include all items in the Library's collection regardless of format.
- C. Access is the availability of materials in a variety of formats.

## III. Statement of Purpose

This collection development policy defines the standards and outlines the responsibility for materials selection for the Crystal Lake Public Library. Following this Policy, as well as within budgetary and space limitations, the Library Staff use their professional judgment to determine the materials that best meet the objectives and standards of the Library and the needs of its patrons.

## IV. Objectives in Materials Selection

The general objective in materials selection is to support the Library's Value of promoting intellectual curiosity and preserving intellectual freedom by providing a balanced collection, in a variety of formats, to meet the diverse needs of customers.

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### V. Responsibility for Selection

The Library Board has delegated to the Executive Director the overall responsibility for collection development. This responsibility is shared with designated, qualified members of the staff. Suggestions for materials are always welcome and are given serious consideration.

### VI. Criteria for Selection

The general criteria considered in selecting materials include:

1. Demand by patrons
2. Currency or timeliness, if applicable
3. Price
4. Attention given to the item by reviewers, and general news media
5. Suitability of subject and style for intended audience
6. Significance and permanent value to the existing collection
7. Materials of local significance
8. Availability of material online
9. Availability of materials in other libraries
10. Quality or suitability of format
11. Qualifications of author or producer
12. Technical quality of non-book materials

The criteria will be applied to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

The needs of the community and the availability of funds are the guides to building a collection. Needs of the individual and needs of the community as a whole are considered in making selections. In keeping with the principles of the First Amendment an effort is made to include all significant viewpoints.

The Library does not limit access to materials. Responsibility for children's choices rests with their parents or guardians. The adult collection will not be limited by the possibility that materials may fall into the hands of children.

### VII. Scope of Collection

The Library strives to maintain a diverse, quality collection of contemporary significance, permanent value, social issues, as well as ephemeral items. Circulating materials are supplemented by a variety of materials for in-house use.

The Library serves a diverse public. Library users are free to select or reject materials but cannot restrict the freedom of others to read, view, or inquire. Parents/guardians have the primary responsibility to guide and direct their own children in use of the Library and its resources. The Library does not act as a parent.

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### VIII. Maintenance of Collection

The Library collection is organized and maintained to facilitate access. A continual weeding process takes place. Items may be withdrawn if:

1. outdated, inaccurate, or contain obsolete information
2. no longer in demand
3. an obsolete format
4. in poor physical condition

### IX. Reconsideration of Library Materials

The Library Board recognizes the right of individuals to question materials in the Library collection. Individuals questioning materials in the Library collection are free to discuss materials with appropriate members of the Library staff. If not satisfied, a Crystal Lake Public Library cardholder or resident of the City of Crystal Lake may state the problem in writing on the *Request for Reconsideration of Library Materials Form*, provided by the Library. This form is returned to the Executive Director. Appropriate staff members and the Executive Director will review the material in question. It will be determined if the material under consideration meets the criteria of the Crystal Lake Public Library's Collection Development Policy and a written reply will be sent as soon as practical. If not satisfied at this level, a Crystal Lake Public Library cardholder or resident of the City of Crystal Lake may submit a written request, addressed to the President of the Library Board, asking the Board to review the material and decision.

All materials selected under this policy are considered constitutionally protected until such time as they are determined unprotected by judicial action in courts of competent jurisdiction and after all appeals have been exhausted.

### X. Revision of Collection Development Policy

This Collection Development Policy will be reviewed every two years, as required by law, and revised as needed.