

Policy 200

Collection Development Policy

Purpose of the Policy

The Sugar Grove Public Library District (SGPLD) Collection Development policy provides the Library staff with guidelines for the management of the collection, while also informing the Library's users of the principles upon which the Library makes decisions regarding the use and maintenance of the collection.

Collection Management Mission

SGPLD strives to provide outstanding library service and to ensure that qualified personnel provide and maintain expertly selected resources to serve the needs of the community. The materials collection is a major asset of the SGPLD. Within budget, the Library provides a general collection of reliable materials that includes both basic works of enduring value and materials of current interest. The Library serves all community members regardless of age, background, political or social views. Material selectors maintain an unbiased perspective to guarantee that the collection represents all significant viewpoints. Materials are selected on the basis of the content and quality of the work as a whole. The Library seeks to maintain the democratic principles expressed in the Library Bill of Rights, the Freedom to Read, and Freedom to View Statements (See Appendix I).

Responsibilities for Materials Selection

The Library Board of Trustees delegates responsibility for selection of the Library's collection to the Library Director. Under the guidance of the Library Director, Library staff members with specialized training in their area of responsibility, select new materials and make decisions regarding material retention in accordance with the following policy.

Selection of Material

SGPLD collects materials in a variety of print, audiovisual, and electronic formats, which are of enduring long-term value, of contemporary significance, or of special interest to the community. Selection is a critical and interpretive process. Professional or otherwise credentialed reviews are the principal tool used in the selection of library materials and electronic resources. Staff members selecting library materials and electronic resources are also assisted by bibliographic publications, authoritative discussions of the subject, publisher and vendor advertising and demonstration, and requests of Library patrons. Other factors considered include popular demand, cost, format, and community needs and interest.

A. Criteria for Selection

Materials are selected in accordance with two or more of the following criteria:

1. Favorable reviews
2. Relevance to current and anticipated community needs, as well as long-term significance or interest
3. Authority, competence, reputation, and purpose of the author and/or publisher

4. Artistic, literary, historic, and/or scientific merit
5. Popular demand
6. Currency and accuracy of the information
7. The works' contribution to the diversity of viewpoints on controversial issues
8. Comprehensiveness and depth of treatment
9. Local significance of the author or topic

B. Formats

The Library maintains a flexible approach towards new material formats, in relation to new forms and styles of expression. Materials in new formats are selected based on the Criteria for Selection and budgetary limitations.

The Library seeks to meet the needs of the total community, recognizing that some materials may be considered controversial to some readers. It is the responsibility of the individual library users to choose materials which suit his or her tastes and needs. Therefore, the Library's collection will represent broadly the views and preferences available in print, audio-visual, and electronic materials.

Young Adult and High School Collection

SGPLD provides materials to meet the interest and needs of adolescents in grades 6-12. Materials for these collections are selected to broaden the horizons of teens, help them to cope with the problems of adolescence, and to encourage leisure reading. They are also intended to support teens' transition from children to adult materials, with an emphasis on providing a wide range of popular materials in a variety of subjects, formats, and reading levels. To fulfill these needs, the collection will inevitably include materials on controversial or sensitive topics. Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item must be determined on an individual basis by the parent or guardian of that teen. It is not intended to be a comprehensive collection serving all the needs and interests of teens, nor is it the Library's intention that teens should be confined to the use of this material. To serve as a guideline, the Teen collection is appropriate for teens in grades 6-12, while the High School Collection (material labeled Young Adult) is targeted to teens in grades 9-12. Staff uses book reviews and professional journals to decide the collection in which to place materials.

Youth Collection

SGPLD's Kids Library serves the wide range of needs and interests of children from birth to grade 12. The main purpose of the children's collections within the Kids Library is to develop in children the enjoyment of reading by providing quality materials that are current, up-to-date, of immediate interest to them, and fun to read. Staff acquires material and formats, including appropriate electronic resources and software that cover a broad range of knowledge and a wide variety of fictional genres. Selection criteria include consideration of the developmental, educational, and recreational needs of children; popularity; accuracy; and timeliness of factual materials; and the quality of writing and illustrations. Additionally, materials are available to

supplement area school curricula. While in the Library, children have access to all materials regardless of their age. Parents and guardians are responsible for overseeing their child's exposure to and use of materials, including online resources and the Internet.

Collection Maintenance

In order to maintain a collection that is current, reliable, in good condition, well-used, and which relates to the needs and interests of library users, materials are withdrawn on a systematic and continual basis. Materials are withdrawn when they are dated, inaccurate, in poor condition, and on the basis of circulation statistics. The Library donates discarded materials to not-for-profit organizations whenever possible. If necessary, the Library discards withdrawn materials in the method of least cost to the Library.

Protection of Public Interest

SGPLD is a tax-supported institution. Any SGPLD cardholder has the opportunity to suggest the purchase of a title for the Library's collection. However, the final decision to purchase is at the discretion of the selector based on the material selection criteria outlined above. An SGPLD cardholder may also request the reconsideration of an item already in the Library's collection.

Reconsideration of Materials

The selection of materials is predicated on the library user's right to read/view and his or her freedom from censorship by others. Selections are made based on the merits of the work in relation to the fulfillment of the Library mission. The addition of an item to the collection in no way represents an endorsement by the Library of any theory, idea, or policy contained in it. The Library recognizes that some materials address issues that some individuals may find controversial. No item, however, will be removed from the collection for the sole reason that the philosophy, perspective, ideas, or view contained in the item is opposed by the individual requesting reconsideration.

A SGPLD cardholder may request reconsideration of any materials as follows:

1. Discussion with the manager of the department in which the material is located;
2. If not satisfied, discussion with the Library Director, and;
3. If not satisfied, completion of a Request for Reconsideration, which will be given to the Library Board of Trustees (see Appendix for form)

The Board of Trustees will make a ruling on whether the material in question will be retained, relocated, or removed and the person requesting reconsideration will be notified as to the decision within a reasonable amount of time. The material in question will remain in the collection pending the decision by the Library Board of Trustees.

Gifts and Memorials

The Library accepts donations of books and other materials, but only with the explicit understanding that such materials will be added to the collection only if they are needed and meet the selection criteria that apply to library purchases. The library does not accept gift

subscriptions to magazines. The Library reserves the right to utilize gifts as it sees fit and to dispose of gifts, which are unsuitable or unneeded in the collection. Donations will not be returned to the donor. When a cash gift is received for the purchase of materials or other resources, whether as a memorial or for any other purpose, the donor may specify the general nature or subject area of the item to be purchased. Selection of specific titles will be made in accordance with the needs and selection policy of the Library.

Approved June 26, 2014

APPENDIX

**SUGAR GROVE PUBLIC LIBRARY DISTRICT
REQUEST FOR RECONSIDERATION FORM**

1. Author
2. Title
3. Publisher
4. Call Number
5. Web Address (if applicable)
6. How was the item brought to your attention?
7. Did you read, view, listen to, or play the entire work? <input type="checkbox"/> Yes <input type="checkbox"/> No
8. What is your objection to the item? Please be specific, cite pages, track, scene, etc.
9. What, in your opinion, is the theme of the item?

10. Have you read any reviews of this item? Yes No

Please cite source, date, and page:

11. What do you feel might be the result of reading, viewing, listening to, or playing this item?

12. For what age group do you feel this item is appropriate?

13. What material would you recommend as a replacement that would convey a valuable picture and balanced perspective of the subject treated?

