

# Collection Development Policy

## A. Responsibility

The Library Director shall have overall responsibility for the selection, acquisition, processing, care, and weeding of all Library materials within the policy limitations set forth herein. Under the Director's supervision, professional staff qualified for this activity will be involved in the selection process and management of the collection. Suggestions from patrons are welcome and are given consideration within the framework of policies determined by the Board of Trustees.

## B. Guidelines

1. The Blue Island community reflects varying economic, racial, ethnic, and educational backgrounds. A strong knowledge and understanding of the community is key in terms of selecting materials and providing services to a changing population. Our collections will continue to evolve and grow to meet the educational, informational, occupational, cultural and recreational needs of the residents of Blue Island.
2. In general, the Library shall select items which have received generally favorable reviews in Library selection media, major magazines and newspapers, or specialized periodicals which routinely cover subjects of a technical nature or specialized interest or which have found inclusion in lists of materials suitable for public libraries prepared by reputable authorities. No single standard can be applied in all cases.
3. In the absence of such recommendations, the Library may select on the basis of the reputation of the author or publisher, authenticity, significance, timeliness, accuracy, literary excellence, documentation, or potential usefulness. The Library may also consider expected or actual demand provided that such materials do not fall into the category of items not generally selected (see below).
4. The Library may choose not to select items for the collection under the following conditions:
  - The availability of material already in the collection that offers sufficient coverage of the area in question.
  - Unsuitable or inappropriate format.
  - Materials that require an undue expense to obtain or maintain in relation to the expected demand.
  - Material that fails to meet substantially the guidelines outlined above, provided that the Library shall not exclude items on the basis of race, creed, color, nationality, or the expressed political or social views of the author.
  - Whenever the Library determines not to obtain an item for the collection that a patron requests, the Library shall offer to provide the item through Interlibrary Loan or other similar cooperative arrangement.
  - Criteria for the selection of non-book materials shall be the same as the general criteria for the selection of books.

## C. Collection Areas

**Adult Fiction** - The library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

**Adult Non-Fiction** - The library aims at acquiring materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational and civic interests in the community
- present different viewpoints on issues
- nourish intellectual, aesthetic, creative and spiritual growth

**Children's Collection** - To encourage life-long learning, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Blue Island from infancy through grade eight. Materials provided range from board books for infants to toddlers, Easy Reader books for beginner readers, Non-fiction books on a variety of informative topics for both children and parents. There are also Spanish books to aid children either expanding their knowledge on the language or Spanish as their first language. The children's movie collection also includes those that are informational and those for enjoyment of all ages. Materials are selected regarding the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, supplement preschool/school curriculums, and aid in the study of children's literature.

**Electronic Databases** - Research and reference databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service and are available for patron use both in the library and remotely. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

**Foreign Language Materials** - The library maintains a collection of Spanish language materials aimed at meeting the recreational and informational needs of the Blue Island community. Resources include books, magazines, and audio-visual materials in Spanish. The library's collection also includes materials which aid in learning a second language. Such resources include books, including grammars and dictionaries,

audio CDs, and videos for learning English as a Spanish speaker. These items are primarily circulating materials.

**Public Internet Access** - In conjunction with its mission statement, the Blue Island Public Library provides access to a vast array of information available through electronic media. Online information, services, and networks provided directly or indirectly by the library will be readily, equally, and equitably accessible to all library users. The Blue Island Public Library does not monitor and assumes no control over the information accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the library's collection, offering unprecedented opportunities to expand the scope of information available to all users.

**Large Print** - The large type book collection meets the needs of an increasing number of visually challenged or impaired patrons. The major thrust of the collection is popular fiction, including mysteries and romance, along with high interest non-fiction such as biographies and health-related materials.

**E-Media** - The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered:

- anticipated improvements in information storage and retrieval
- user demand
- quality of the product
- ease of use
- equipment requirements
- cost
- staff requirements for processing, maintenance, and training

It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the Blue Island community.

**Periodical Collection** - The library's newspaper, magazine, and journal collection, both print and electronic, provides current information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading and material review needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books. Back issues of current magazines circulate.

**Reference Collection** - The library maintains a small print reference collection which is used to answer questions and to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all patrons.

**Audio Recordings** - Music and spoken word recordings are available in compact disc (CD) formats because of their availability and popularity. The music collection consists of works by major contemporary and classical artists as well as popular music with emphasis on acquiring recordings in a variety of genres. Many books, both fiction and nonfiction, are also available in audio format and include a variety of genres.

**Textbooks** - Recognizing the responsibility of schools to provide access to required textbooks for their students, the Blue Island Public Library does not acquire textbooks required for school curricula. The library confers with local School Librarians to review and upgrade recommended reading.

**Videos** - The library collects DVDs to meet the recreational and educational needs of adults, young adults, and children. Videos of feature films include highly rated current films as well as film classics, which are of broad family appeal or potential cultural, historical, or aesthetic significance.

**Young Adult Collection** - A young adult collection has been established to satisfy the library needs of patrons from the approximate age of 13 to 25 years. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them.

**Library of Things** – The library maintains and circulates a collection of tools, kits and instruments for the education, recreation, and utility of its patrons. The Library of Things includes such things as home improvement tools, measuring and testing devices, as well as curated “STEAM Kits” that contain a variety of educational tools and toys intended for a young adult audience. Each of the items in the Library of Things have user agreements that the borrowing patron is required to sign before checkout, assuming responsibility in the event of loss or damage to the item.

## C. Withdrawal of Materials

The Library’s Professional Staff shall have the responsibility for the routine removal of Library materials from the collection. Such removal shall take into account the following factors:

1. The physical condition of the item.
2. The availability of other materials in the collection that supersede the item or that otherwise provide similar or better coverage of the area in question.
3. Material that contains outdated or otherwise inaccurate information and which has no other redeeming value.
4. The actual use made of the item based on circulation or similar measure.

Donated materials or material purchased with donated funds shall receive consideration for withdrawal in common with all other Library materials. Materials purchased with monetary gifts may be withdrawn for the same reasons as other Library materials

## D. Challenged Materials

The Board of Trustees of the Blue Island Public Library affirms its adoption of the *Freedom to Read*<sup>1</sup> statement, the *Library Bill of Rights*<sup>2</sup> and the *Freedom to View*<sup>3</sup> statement, as published and maintained by the American Library Association.

1. Any patron of the Library or resident of Blue Island who requests withdrawing or restricting access of any material from the Library should present this request and the reasons therefore in writing to the Library Director on the form provided for this purpose. (A copy of this form follows this policy). The Library Director shall respond in writing within thirty (30) days of the receipt of this request and shall notify the Board of Trustees at its next regular meeting.
2. Should the decision of the Library Director be appealed, the Library Board of Trustees shall then evaluate the material on the basis of the criteria for selection as set forth in this policy. The final decision in all such cases shall be made by a two-thirds (2/3) majority vote by the entire Board of Trustees. In the case of absence, any Trustee may register their vote in writing.

Reviewed: August 10, 1994

Revised: 7/96

Revised: 6/98

Reviewed: 6/00

Revised: 6/03

Revised: 2/21

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<sup>1</sup> "The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed February 4, 2021)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

<sup>2</sup> "Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed February 4, 2021)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

<sup>3</sup> "Freedom to View Statement", American Library Association, May 29, 2007.

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed February 4, 2021)

Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a

# REQUEST TO RECONSIDER LIBRARY MATERIALS

DATE \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

1. TYPE OF ITEM

Book  Video/DVD  
 Newspaper  Magazine  
 Audio Recording  Other:

2. TITLE \_\_\_\_\_

3. AUTHOR/PRODUCER \_\_\_\_\_

4. How did this item come to your attention? \_\_\_\_\_

5. Please specify your concerns about this item. If you need additional space, use the reverse side of this request form or an additional sheet of paper.

6a. Have you read/listened to/viewed the entire material? YES NO

6b. If not, what parts have you read/listened to/viewed?

7. What action do you suggest the Library take regarding the item? (Please note that while the Library will consider your opinion, the Library has no obligation to follow the course of action you suggest.) If you need additional space, please use the reverse side of this request form or an additional sheet of paper.

Please return the completed form to:

**DIRECTOR  
BLUE ISLAND PUBLIC LIBRARY  
2433 West York Street  
Blue Island, IL 60406**  
Library Policy requires a written response to your concerns  
30 days from the date this form is received.