

POLICY 500

COLLECTION MANAGEMENT

The Lisle Library District (LLD) selects and collects materials in accordance with the Library's mission to enhance the cultural, social, and lifelong educational development of the community. In alignment with the mission, a diversity of views, expressions, information, and topics are provided in the collection.

The LLD supports the American Library Association's (ALA) *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements as guiding principles, as public access to ideas and reliable data are essential to a democracy. More information about the ALA statements and LLD Board-related resolutions may be found via lislelibrary.org under About Us. The LLD is a trusted community resource and shall uphold the collection principles that align with the ALA.

A. Purpose

The purpose of this Policy is to establish a framework for the selection and evaluation of the collection. The LLD is committed to the principles of intellectual freedom, inclusion, and institutional integrity. This Policy serves a growing and diverse community and informs the public of the collection standards the LLD upholds.

B. Responsibility

The selection of materials is delegated to the Director by the Board of Trustees. In turn, the Director delegates areas of responsibility, selection, and management to appropriate departmental personnel.

Reading, viewing, and listening choices are the responsibility of the patron who checks out LLD materials. Legal guardians/caregivers are responsible for the reading, viewing, and listening choices of their children.

C. General Selection Standards

LLD staff shall use professional judgment and expertise in making collection development decisions in accordance with the District's mission. This includes selecting materials, determining quantities, and assignments within the collection.

Community interest/need, demand, physical space, and budget, are considered when selecting materials. LLD staff utilize expert reviews and professional journals when selecting materials. Nonfiction/authoritative materials necessitate enhanced vetting by material selectors.

The LLD acquires print and digital materials in a variety of formats and platforms. Multiple copies of materials are acquired when appropriate.

D. Selection Criteria

The following criteria are used to evaluate and select items for the collection. An item need not meet all criteria to be selected. Criteria listed are in no certain order. Some materials are selected to address specialized community interest/need or may target a unique moment in history or time.

- Relation/compatibility to the existing collection
- Significance, intrinsic value, or quality of subject matter or work
- Accuracy, integrity, and authenticity of the information
- Relevance to community; local interest/history
- Timeliness/currency of material
- Purpose, scope, and depth of coverage
- Representation of diverse points of view, ideas, and opinions
- Popularity; current or anticipated
- Educational support
- Cost, pricing programs, or subscriptions
- Critical/professional reviews
- Format and physical features that are appropriate for circulation
- Accessibility; available to multiple users
- Rights/license/vendor agreement requirements

E. Selection Sources

Sources for selection decisions include, but are not limited to, published reviews from professional journals and lists, publisher/vendor catalogs, author/publisher platforms, performance/achievement award announcements, and patron recommendations.

F. Placement in the Collection

Materials are assigned to certain areas in the collection. The LLD utilizes the Dewey Decimal System and other professional classification methods to organize the collection for patron use.

The following principles may be used to determine material assignment within the collection:

- Reach intended audience(s)
- Ease of browsing/accessibility
- Properly grouped format(s)
- Space within the collection
- Categorization at other libraries

G. Collection Maintenance and Management

Collection maintenance is a high priority task regularly conducted by designated LLD staff. Collection management involves maintaining materials in good condition, and providing materials that continue to meet the needs of the community. The deselection, “weeding,” or withdrawal, of materials is an integral part of collection management. Materials deemed as no longer beneficial or suitable for the collection may be withdrawn.

The following criteria are used to deselect items from the collection. An item need not meet all criteria to be deselected. Criteria listed are in no certain order:

- Physical condition of material
- Accuracy and timeliness/currency of information
- Use/popularity
- Availability of newer, updated, or more comprehensive material
- Relevance to and scope of collection
- Relevance to community
- Number of copies in the collection
- Space constraints
- Availability elsewhere, including other libraries, interlibrary loan, and online resources

Dependent on condition, deselected items may be recycled, discarded, sold via an LLD-sanctioned program, or donated to another library or non-profit.

H. Patron Recommendations

The Library encourages patron input. All patron recommendations are subject to the selection criteria identified in this Policy. Patrons may make recommendations by contacting staff in Adult and/or Youth Services.

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