7 - Collection Management

7-1:   Purpose of the Library's Collection

The Library's collection consists of print and digital resources, which are selected and acquired or licensed by the Library for patron use. A high quality collection supports the mission of the Library.

The Board of Library Trustees recognizes that there is a wide range of interests and tastes among the residents of the Palatine Public Library District. Thus, the Library's collection includes a variety of formats that present varying viewpoints on a broad range of topics.

The Board endorses the following American Library Association intellectual freedom statements, found in the Policy Appendices:

Library Bill of Rights, Appendix 6
Freedom to Read Statement, Appendix 7
Freedom to View Statement, Appendix 8
Labels and Rating Systems, Appendix 9

(Approved 1-14-98; Revised 7-13-05; Revised 2-13-08; Revised 2-10-10; Revised 3-14-12, Effective 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)

7-2:   Responsibility for Collection Development

The Library collection is managed by professional librarians. The Director may assign specific areas of the collection to staff members for the selection, evaluation, and withdrawal of resources. This delegation of collection management tasks does not remove collection management responsibilities from the Director. (Approved 1-14-98; Reapproved 2-13-08; Revised 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)

7-3:   Selection of Resources

The basic criteria that guide the selection of library resources include, but are not limited to:

- Accuracy and authoritativeness
- Artistic and literary merit
- Availability of materials on the subject
- Availability of space to house the resources
- Awards of recognition (e.g. Pulitzer, Caldecott, etc.)
- Current and valid information

- Existing and anticipated demand
- Existing holdings
- General interest
- Holdings of other libraries located in the northwest suburban area
- Inclusion of multiple points of view in the collection
- Price of resources and budget for collections
- Reviews in such established media as professional journals, subject journals, literary publications, and suppliers' publications and promotional materials
- Suitability of format

In addition, the following guidelines are provided to aid in resource selection decisions:

- Resources are judged on the basis of the work as a whole, not by passages taken out of context
- Resources of contemporary significance and of long-standing value will be selected ensuring an overall balance in the collection
- Medical, scientific, and legal works will be acquired only to the extent that they are useful to the lay person
- The Library does not acquire textbooks or other curriculum-related materials, except as such materials also serve the general public, and where few or no materials are available in any other form
- The Library routinely acquires commercially published resources, and may also acquire self-published books as appropriate to the Library's selection criteria
- Personal biases must not influence acquisitions
- The overall value of a resource in relation to all resources currently provided to patrons while serving the interests of patrons must be considered
- Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children. It is the responsibility of the parent or legal guardian to monitor and oversee their children's reading, viewing, and/or listening

(Approved 1-14-98; Revised 2-13-08; Revised 2-10-10; Revised 3-14-12, Effective 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)

7-4:   Evaluation and Maintenance of the Collection

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, or preserved.

Factors considered in the evaluation of resources in the collection include but are not limited to:

- Anticipation of continuing and changing patron and community interests and needs
- Availability of resources in other formats within the library
- Budget
- Holdings of other libraries in the northwest suburban area
- Inclusion in standard bibliographies or recommended lists (e.g. Booklist)
- Insufficient use or lack of patron demand
- Obsolete content that is no longer timely, accurate, or relevant
- Physical condition
- Physical limitations of Library facilities
- Professional judgment and principles of collection management
- Publication date
- Seasonal use
- Student assignments
- Suitability of format

Following evaluation by the above criteria, resources are chosen to be withdrawn from the collection and information about those items is removed from the catalog.

Materials in acceptable physical condition with potential resale value are offered to the Friends of the Palatine Public Library for inclusion in their used materials fundraisers or placed on the Library's used materials fundraiser shelves. Other items are recycled or discarded.

(Approved 1-14-98; Revised 2-13-08; Revised 2-10-10; Revised 3-14-12, Effective 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)

7-5: Labeling of Resources

The Library encourages exploration of books and digital resources. In accordance with its mission, the Library will not engage in labeling practices that discourage this exploration. Labeling of resources has often been used as a censor's tool. Therefore, labeling practices should be in line with the guidance provided in the American Library Association's statement, "Labels and Rating Systems" (Appendix 9). Staff members will be guided by this document when making decisions regarding labeling. Because labeling decisions can have broad-ranging and sometimes unanticipated impacts, staff members should consult with the Director whenever questions on labeling arise and before initiating major changes in labeling practice.

Labels can provide a convenient tool to assist the public in locating resources within the collection. While this convenience may be valuable to a particular group of users, it is also important to consider the impact of labeling practices on the community as a whole.

Some of the items in the audio-visual collection have been assigned ratings by various external groups such as the Motion Picture Association of America (MPAA). The producer or distributor of a particular item may or may not have chosen to receive a rating or include such rating on the item itself. To the extent that rating information is present on an item as acquired, the Library neither obliterates such information nor adds an additional rating label. However, when such rating information is absent from an item, the Library does not assign a rating or add a rating label, even when an MPAA or other rating appears to have been assigned through a ratings system. For example, an MPAA-rated film is often bundled with non-rated features and bonus materials for distribution. In such a case, the film rating can become misleading with respect to the entire contents of the item, causing the distributor to omit a rating on the item as sold.

The Library remains committed to assisting patrons in obtaining information requested to aid with their own selection of resources, including access to rating information when available. However, such assistance shall not extend to altering an item's appearance, through a rating label or other means, to reflect the judgment of others on the appropriateness of that item for any individual or group of patrons. (Approved 7-14-05; Effective 9-1-05; Revised 2-13-08; Revised 2-10-10; Revised 3-14-12, Effective 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)

7-6: Arrangement and Shelving of Resources

A variety of factors influences the arrangement and shelving of resources within the Library facilities. These factors include space and shelving restrictions, promotional and marketing considerations, security issues, user convenience, logical and coherent presentation, as well as others. Resources will be arranged and shelved in a manner that is viewpoint neutral and does not convey approval or disapproval by the Library. Arrangement and shelving of resources should not be used to restrict access or to suggest moral or doctrinal endorsement. Resources may be shelved in areas that are not accessible to the public to protect the collection or because of space considerations. However, the Library will not place resources in areas that are not accessible to the public based on a value judgment that the content, language or themes of the resource, or the background or views of the author(s) of the resource render it inappropriate or offensive for all or certain groups of users. (Approved 7-

14-05; Effective 9-1-05; Reapproved 2-13-08; Reapproved 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)

7-7: Donations of Resources

All donations are evaluated by the subject area selector within the department in which the item would be placed. The same resource selection criteria identified above will be used to evaluate gift items. Therefore, not all donations (in any format) will automatically be placed in the Library's collection. (Approved 1-14-98; Reapproved 2-13-08; Revised 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)

7-8: Patron Requests for Additions to the Collection

Patrons can request resources for the Library to purchase by completing the *Suggest a Purchase* form on the Library's website or a *Palatine Public Library Comment* form available at all Library facilities.

All requests are evaluated by either the manager of the department in which the request would be placed and/or the selector of that subject area. Not all requested items will be ordered for the collection. All requests must meet the selection criteria. If a request is denied, the patron will be notified via a letter or email stating that we will not be purchasing the item. (Approved 1-14-98; Revised 2-13-08; Revised 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)

7-9: Patron Requests for Reconsideration of Resources

Patrons may request that selection decisions be reconsidered in the following ways:

1. Informal comments may be made to staff members in the appropriate department at any time. Such comments will be conveyed to the appropriate Department Manager and selector for the subject area of the item in question, but no formal action will necessarily be taken.

2. A patron may request to speak with the appropriate Department Manager. A meeting time will be arranged that is convenient for both the patron and Department Manager. The patron will be offered copies of the *Collection Management Policy* which details the use of the *Resource Reconsideration Form (Appendix 11)*. No formal action will necessarily be taken.

3. If a patron wishes to express her or his comments in a formal manner, the following procedure will be used:

    a. The patron will be given a copy of the *Collection Management Policy* and a *Resource Reconsideration Form*. The patron will fill out the form and return it to the Administrative Office of the Palatine Public Library District.

    b. A copy of the completed form will be given to the appropriate Department Manager and the selector of that subject area. A copy will also be forwarded to the Director.

    c. The Department Manager will send the decision in writing to the patron.

    d. If further review is requested by the patron, the patron will be invited to meet with a committee consisting of the Director, the Department Manager, and appropriate selector(s). After the meeting, the committee will respond in writing to the patron explaining what actions are being taken with regard to the item in question.

    e. If further review is requested by the patron, the Board of Library Trustees will handle the matter directly as a body or may refer the matter to an advisory committee for recommendation. This committee would consist of two Board members appointed by the Board President, and two staff members appointed by the Director.

In making its decision, the Board of Library Trustees will carefully consider the principles articulated in the Collection Management Policy and will allow ample opportunity for both staff and patron input. The Board's final decision will be conveyed in writing to the patron in a timely fashion. (Approved 1-14-98; Revised 2-13-08; Revised 2-10-10; Reapproved 3-14-12; Reapproved 2-12-14; Revised 4-13-16, Effective 5-1-16)