

## 7—Collection Management

### 7-1 Purpose of the Library's Collection

The Library's collection consists of resources selected and acquired or licensed by the Library for member use. A high-quality collection supports the mission of the Library.

The Board of Library Trustees recognizes that there are a wide range of interests and tastes among the residents of the Palatine Library District. Thus, the Library's collection is purposefully curated to reflect the community and to offer materials that represent diverse topics in a variety of formats.

The Board endorses the following American Library Association intellectual freedom statements, found in the policy appendices:

ALA Library Bill of Rights, Appendix 3C  
ALA Freedom to Read Statement, Appendix 7A  
ALA Freedom to View Statement, Appendix 7B  
ALA Statement on Labeling Systems, Appendix 7C  
ALA Statement on Rating Systems, Appendix 7D

(Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

### 7-2 Responsibility for Collection Development

The Library collection is managed by professional librarians. The Executive 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 Executive Director. (Approved 1-14-98; Last Revised 10-17-18, Effective 11-1-18)

### 7-3 Selection of Resources

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

- 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.)
- currency and validity of information
- diversity of the collection
- existing and anticipated demand

- existing holdings
- general interest
- holdings of CCS consortium libraries or other libraries located in the northwest suburban area
- inclusion of multiple points of view in the collection
- licensing agreements and technological requirements for electronic materials
- price of resources and budget for collections
- reviews in such established media as professional journals and literary publications
- suitability of format

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

- Resources are judged based on the work as a whole, not by passages taken out of context.
- Resources of contemporary significance and of long-standing value will be selected to ensure an overall balance in the collection.
- Medical, scientific, technical, and legal works will be acquired only to the extent that they are useful to the layperson.
- 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 owned 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, listening, and gaming.
- The Library acquires books in many languages to support the entertainment and educational needs of its diverse community.

(Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

#### 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, or withdrawn.

Resources in the collection are evaluated based on the selection criteria above and such considerations as physical condition, insufficient use, or lack of member demand.

Following evaluation by the above criteria, resources may be withdrawn from the collection and catalog.

Withdrawn materials in acceptable physical condition with potential resale value are offered to the Friends of the Palatine Library for inclusion in their used materials fundraisers. Other items are recycled or discarded.  
(Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

## 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. Therefore, labeling practices should be in line with the guidance provided in the American Library Association's Statement on Labeling Systems and Statement on Rating Systems (Appendices 7C and 7D). Staff members will be guided by these documents when making decisions regarding labeling. Because labeling decisions can have broad-ranging and sometimes unanticipated impacts, staff members should consult with the Executive Director whenever questions on labeling arise and before initiating major changes in labeling practice.

Labels can 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 items in the audiovisual collection have been assigned ratings by various external groups such as the Motion Picture Association of America or the Entertainment Software Ratings Board. 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 removes 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 a rating appears to have been assigned through a ratings system.

The Library remains committed to assisting members in obtaining information to aid their 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 members. (Approved 7-14-05; Last Revised 3-14-24, Effective 5-1-25)

#### 7-6 Arrangement and Shelving of Resources

Resources will be arranged and shelved in a manner that 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 resource's content, language, themes, or the background or views of the author, render it inappropriate or offensive for all or certain groups of users. (Approved 7-14-05; Last Revised 2-21-23, Effective 3-1-23)

#### 7-7 Donations of Resources

Donations (in any format) will not automatically be placed in the Library's collection. All donations are directed to either the Friends of the Library or to a professional librarian of that subject area depending on the same resource selection criteria identified above. (Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

#### 7-8 Member Requests for Additions to the Collection

Members can request resources for the Library to purchase by completing the purchase suggestion form on the Library's website or a comment form available at all Library facilities.

Requests are evaluated by the professional librarian of that subject area. All requests are considered under the selection criteria above. Not all requested items are ordered for the collection. (Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

#### 7-9 Member Requests for Reconsideration of Resources

Members with valid Palatine Library cards 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 professional librarian for the subject area of the item in question, but no formal action will necessarily be taken.
2. A member may request to speak with the appropriate department manager. A meeting time will be arranged that is convenient for both

the member and department manager. The member will be offered a copy of this policy, which details the use of the resource reconsideration form. No formal action will necessarily be taken.

3. If a member wishes to express their comments in a formal manner, the following procedure will be used. During this process, the item will remain in the collection until a decision is made.
  - a. The member will be given a copy of this policy and a resource reconsideration form. The member will fill out the form and return it to the Library.
  - b. A copy of the completed form will be given to the appropriate department manager, the professional librarian of that subject area, and the Executive Director.
  - c. The department manager, professional librarian, and Executive Director will review the request and the item in question and make a decision. The department manager will send the decision in writing to the member.
  - d. If further review is requested by the member, the member will be invited to meet with a committee consisting of the Executive Director, the department manager, and the appropriate professional librarian. After the meeting, the committee will respond in writing to the member explaining what actions are being taken regarding the item in question.
  - e. If further review is requested by the member, 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 Executive Director.
  - f. No more than one request per member will be considered at any one time.

In making its decision, the Board of Library Trustees will carefully consider the principles articulated in this policy and will allow ample opportunity for both staff and member input. The Board's final decision will be conveyed in writing to the member. A decision on the item will not be reconsidered for five years once that decision has been made. (Approved 1-14-98; Last Revised 3-14-24, Effective 5-1-25)

Policy 7 Comprehensive Review: Adopted 1-14-98, Last Revised 3-14-24, Effective 5-1-25.