

**WINFIELD PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY**

June 2014

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I. PURPOSE AND OBJECTIVES

The purpose of the Winfield Public Library is to provide all the residents of the Winfield Library service area with books and other print, recorded, online, or non-print materials that will serve their informational, cultural, educational and recreational needs. Through the use of carefully selected materials, it is the objective of the Winfield Library to aid the adults, young adults and children in these pursuits. This library will attempt to provide, within its budgetary framework, materials that include a wide diversity of views on a variety of subjects.

In order to provide its constituents with the best possible access to information and reading material, the Winfield Library will participate in the Reaching Across Illinois Library System and other resource sharing and interlibrary loan systems.

The Winfield Library subscribes to the principles set forth in the Library Bill of Rights, The Freedom to Read and the Intellectual Freedom Statements adopted by the American Library Association.

II. RESPONSIBILITY FOR MATERIALS SELECTION

The responsibility for the selection of library materials lies with the library director who operates within the framework set forth by the Board of Library Trustees. Qualified Staff will select materials as assigned and under the review of the Director. Suggestions from library staff members and library patrons are welcome and will be given serious consideration.

III. CRITERIA FOR SELECTION

All library acquisitions, whether purchased, donated, or rented are considered in terms of the following standards. In order to be acceptable, an item need not meet all of the criteria set forth.

A. *General Criteria:*

- High standards of quality in content, expression and format
- Suitability of physical form for library use
- Relevance and suitability of subject and style for the intended audience
- Pertinence to the needs and interests of the community
- Relation to the existing collection
- Reputation and/or significance of the author
- Demand for the work in the community

B. *For works of information and opinion:*

- Authoritativeness
- Accuracy, clarity and logic of presentation
- Currency of data
- Impartiality or presentation of opposing points of view

C. *For works of imagination*

- Vitality and originality
- Ability to sustain user interest

The Board assigns the budget for acquisition of materials. It is the responsibility of the Director to allocate funds according to collection needs and community demand.

IV. **PROCEDURE FOR SELECTION**

In selecting materials for the library, the selector will evaluate the existing collection; assess community needs; and consult reputable professionally prepared selection aids such as *Booklist*, *Library Journal*, *Publishers' Weekly* and other review lists.

Winfield Public Library will not limit its collection to purchased materials only. Rental services will be used to supplement the collection. Additionally, Interlibrary Loan and Reciprocal Borrowing services are available for accessing materials the library does not own.

The Library will purchase materials from reliable vendors and add donated items at the discretion of library staff responsible for selection of materials. The library will generally not add self-published works.

The Library will not sell items in the collection unless those materials have been removed from the collection by staff following appropriate procedures for the removal of an item from the collection.

V. **PROCEDURE FOR HANDLING QUESTIONED OR CHALLENGED MATERIALS**

The review of questioned materials will be treated objectively by the library staff and the Board of Trustees. The Board of Trustees supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association. In the event that materials are questioned, the principles of intellectual freedom, the right to access materials and the integrity of the materials selection personnel must be defended rather than the material itself.

The following procedures will be followed in the event of a complaint:

1. Request the complainant to submit a formal "Request for Reconsideration of Materials" form.
2. Submit the form to the library director.
3. Keep challenged materials on the shelf during the reconsideration process.
4. Appropriate staff will review the reconsideration based on the criteria used for selecting the item and respond to the patron with what if any action will be taken regarding the item.
5. If the patron is not satisfied with the staff's response, the reconsideration will be presented to the library board by the library director at the next scheduled library board meeting.
6. At its next regularly scheduled meeting, the Library Board president will form a review committee including the library director and at least two additional Board members. Additional Professional staff may also be included in the committee.
7. The review committee will take the following steps after receiving the challenged material:
 - a. read, view or listen to the material
 - b. check professional reviews and recommendations of the material.
 - c. determine the extent to which the material contributes to a well rounded library collection
 - d. complete the appropriate "Checklist for Library Board's Reconsideration of Library Material" judging the material for its strength and value as a whole and not in part
 - e. present written recommendation of the committee to the entire Library Board
8. After such procedures are completed, the Library Board will decide to retain or withdraw the challenged material.

VI. **GIFT MATERIALS**

The Winfield Library reserves the right to accept or decline gifts of materials or money. Once accepted, gift materials become the sole possession of the library, which has the right to dispose of

them in any way it sees fit. Donor's recommendations are of importance and will be considered, but all additions of materials will be evaluated according to criteria set forth in this policy.

VII. MAINTAINING THE COLLECTION

Books and other materials that contain outdated information, no longer serve a need, or are in disrepair, will periodically be withdrawn from the collection.

VIII. PROVISION FOR REVIEW OF THIS POLICY

The Board of Trustees of the Winfield Public Library shall review and/or revise this policy annually.

Signed and adopted by the Winfield Public Library Board of Trustees the day of _____.

President

Secretary

**WINFIELD PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF A WORK**

Request initiated by:

Name_____

Address_____

Telephone_____

E-Mail _____

Material in question:

Title_____

Author_____

Publisher_____

Call Number_____

Form of media_____

i.e. Book, Audiocassette, DVD, etc.

1. Have you read, listened to, or viewed this work in its entirety? _____
2. What do you object to in this work? Please be as specific as possible and cite page numbers if applicable.

3. What do you believe to be the main theme of this work?

4. For what, if any, age group would you recommend this work?

5. Are you aware of judgments of this work by literary critics?

6. What would you recommend that the library do with the material in question?

7. What would you recommend as a substitute?

8. Have you read the Library Bill of Rights? (Enclosed with this form) _____

Return this form to the Library Director. The Director or appropriate staff will review the material and inform you of their decision. If you are not satisfied with the staff's decision, the Library Director will then take this request before the Library Board of Trustees at the next scheduled library board meeting.

Signature _____ Date _____

Checklist for Library Board Committee for Reconsideration of Library Material – Nonfiction

Title _____

Author _____

A. Purpose

1. What is the overall purpose of the material? _____

2. Is the purpose accomplished? _____

B. Authenticity

1. Is the author competent and qualified in the field? _____

2. What is the reputation and significance of the author and publisher/producer in the field?

3. Is the material current? _____

4. Are information sources well documented? _____

5. Are translations and retellings faithful to the original? _____

C. Appropriateness

1. Does the material promote the educational, recreational, or informational needs of Library users? _____

2. Are the illustrations appropriate to the subject and age levels? _____

D. Content

1. Is the content of this material well represented by providing adequate scope, range, depth and continuity? _____

2. Does this material present information not otherwise available? _____

3. Does this material give a new dimension or direction to its subject? _____

E. Reviews

1. Source of review _____

Favorably reviewed _____ Unfavorably reviewed _____

2. Does this title appear in one or more reputable selection aids? _____
If yes, please list titles of selection aids.

Additional comments:

Recommendation by Library Board Committee for Treatment of Challenged materials:

Date _____

Signatures of Library Board Review Committee

_____	_____
_____	_____
_____	_____

Checklist for Library Board Committee for Reconsideration of Library Material – Fiction and Other Literary Forms

Title _____

Author _____

A. Purpose

1. What is the purpose, theme, or message of the material? How well does the author/producer/composer accomplish this purpose?

2. For what age group would you recommend this work and why?

3. Will reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? _____

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? _____

5. Are any questionable elements of the story an integral part of a worthwhile theme or message? _____

B. Content

1. Does a story about modern times give a realistic picture of life as it is now? _____

2. Does the story create an oversimplified view of life, one that leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? _____

3. When factual information is part of the story, is it presented accurately? _____

4. Is prejudicial appeal readily identifiable by the potential reader? _____

5. Are concepts presented appropriate to the ability and maturity of the potential readers? _____

6. Do characters speak in a language true to the period and area in which they live? _____

7. Does the material offend in some special way the sensibilities of a minority group by the way it presents either the main character or any of the minor characters? _____

8. Is there preoccupation with sex, violence, cruelty, brutality, or aberrant behavior that would make this material inappropriate for children? _____
9. If there is use of offensive language, is it appropriate to the purpose of the text? _____
10. Is the material free from derisive names and epithets that would offend minority groups? _____
11. Is the material well written or produced? _____
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way? _____
13. Does the material make a significant contribution to the history of literature or ideas? _____
14. Are illustrations appropriate and in good taste? _____
15. Are illustrations realistic in relation to the story? _____

Additional comments:

Recommendation by Library Board Committee for Treatment of Challenged materials:

Date _____

Signatures of Library Board Review Committee

_____	_____
_____	_____
_____	_____