

## **POLICY 500 COLLECTION MANAGEMENT**

### **A. Introduction**

The Lisle Library District collection management policy provides a blueprint for the selection and retention of materials in accordance with the Library's mission of enhancing the cultural, social, and lifelong educational development of the community. In alignment with the mission of a public library, the widest diversity of views, expression, information, and topics will be provided in the collection.

The Board of Trustees of the Lisle Library District endorses the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements as overall guiding principles. Free access to ideas is imperative, and essential to our democracy.

### **B. Statement of Purpose**

The purpose of the collection management policy is to establish a framework of ethical selection and evaluation standards that will shape the Lisle Library District's unique collection.

The Library is committed to the principles of intellectual freedom and as such does not censor or promote by disproportionate emphasis any form of political, social, or religious mode of expression. This policy seeks to guide the overall integrity of the collection while ensuring that it serves the needs of a growing and diverse community.

### **C. Criteria for Selection**

Library staff shall use professional judgment and expertise in making collection development decisions in accordance with the District's mission. This includes selecting titles, determining quantities, and assignment in the collection. Community interest, demand, physical space, and budget, are just a few of the factors taken into consideration when selecting materials. Library staff shall acquire print, digital and audio-visual materials in various corresponding formats. Multiple copies are acquired when appropriate.

Responsibility for the overall selection of Library materials is delegated to the Director by the Board of Trustees; the Director designates areas of responsibility, selection and management to respective Department Directors.

### **D. General Criteria**

The following criteria are used to evaluate and select items for the collection. An item need not meet all criteria to be selected. Certain materials are selected to address specialized community needs or may target a unique moment in history or time.

- Relation to the existing collection
- Significance, intrinsic value or quality of subject matter or work
- Accuracy, integrity and authenticity of the information

- Relevance to community
- Currency of material
- Purpose, scope and depth of coverage
- Representation of diverse points of view, ideas and opinions
- Maintain balance
- Local interest or history
- Popularity, either expressed or anticipated
- Curricular and educational support
- Cost
- Critical/professional reviews
- Format and physical features

Additional criteria are considered when selecting digital content, including:

- Accessibility; available to multiple users simultaneously
- Ease of use
- Equipment, technology and training requirements
- Rights/license/vendor agreement requirements
- Unique/specialized content
- Cost
- Timeliness

### **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 websites and patron recommendations.

### **F. Evaluation and Maintenance**

Collection evaluation and maintenance is a high priority task regularly conducted by the appropriate Library staff. Collection maintenance helps keep the collections current, diverse, responsive, in good condition, and useful to the needs of the community. The de-selection, or withdrawal, of materials is an integral part of collection management. Materials deemed as no longer useful to the Library's collection may be withdrawn.

The criteria for collection evaluation include:

- Physical condition of materials
- Accuracy and currency of information
- Usage
- Availability of newer, more comprehensive or more accessible material

- Relevance to collection and scope of collection
- Relevance to community
- Number of copies in the collection
- Space constraints
- Availability elsewhere, including other local libraries, interlibrary loan, and online resources

#### **G. Patron Recommendations and Contributions**

The Library encourages patron input. All patron recommendations are subject to the selection criteria identified in this policy.

The Lisle Library District welcomes, at its discretion, gifts, donations, endowments, memorials, and planned giving that supports the Library mission. Please refer to Policy 735, Donations and Gifts for further information.

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