



Section 5: Collection Policies

5A | Collection Management Policy

Purpose

To meet the mission and strategic goals of the Library, a diverse and up-to-date collection will be curated and maintained by trained library staff.

Policy Objectives

The Library Board of Trustees has adopted the American Library Association's (ALA) Library Bill of Rights and the ALA Code of Ethics into its operating policies.

It is the goal of the Library to meet the informational, educational, cultural, inspirational, and recreational needs of library district residents. The Library recognizes the needs of the community are of primary importance in selection. This is a diverse community and each individual's needs will be considered in conjunction with the needs of the community as a whole.

The Library is a member of the Reaching Across Illinois Library System (RAILS), SWAN Consortium, and OCLC WorldShare. In conjunction with these entities, the Library utilizes an interlibrary loan system to meet patrons' requests where budgetary restraints or limited appeal prohibits addition of the materials to the collection.

The objectives of this policy are:

- To provide lifelong learning opportunities, stimulate self-understanding, enhance job-related and hobby-related skills, and make available materials for reading, listening, and viewing entertainment.
- To help people know more about themselves, to know more about others, to know more about the world, and to function effectively as members of society.
- To provide access to a variety of opinions on matters of current interest and encourage freedom of expression.
- To support educational, business, civic, and cultural activities within the Roselle community; to provide connections and resources to community organizations, commercial organizations, and government agencies.

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- To maintain a physical collection in a variety of formats and languages, when possible.
- To maintain a virtual collection of resources that is accessible twenty-four hours a day, seven days a week.

Board Responsibility

It is the responsibility of the Board of Trustees of the Roselle Public Library District to review and approve this Collection Management Policy. The Board is responsible for protecting the rights of the Library user and ultimately answering any and all questions regarding the policy and preservation of an individual's right to know.

Specific selection, ordering, maintenance, and withdrawal of all library materials shall be delegated by the Board of Trustees to the Library Director.

Library Staff Responsibility

Under the Library Director's direction, members of the library staff who are qualified by training and education may participate in selection, ordering, maintenance, and withdrawal of library materials.

The collection is designed to meet the needs of the Roselle Public Library District patrons. It is the duty of the staff to acquire materials which meet these needs even though the materials may present views contrary to the personal beliefs of staff members, Library board members, community organizations, or individuals. In accordance with Illinois law, no employee may be disciplined or dismissed for the selection of Library materials when the selection is made in good faith and in accordance with this written Collection Management Policy (75 ILCS 5/4-7.2).

All members of the staff, Library Trustees, and District residents may recommend titles for purchase. All requests will be given serious consideration. An attempt will be made to borrow through interlibrary loan any requested item which is out of print or that the Library determines does not meet the criteria for purchase.

Collection Parameters

To meet the informational and recreational needs of its diverse community, the Library must build and maintain a well-balanced collection of print and non-print materials. All different types of format will be considered when selecting materials, taking into

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consideration possible future technological advances. It shall be the policy of this Library to provide materials in whatever format will best meet the needs of the community.

Standards for Selection

Selection of books and/or other Library materials shall be made on the basis of their value to interest, enlighten, and inform all people of the Library District. The addition of the item to the collection does not represent an endorsement by the Library of any theory, idea, or policy contained in it. No library material shall be excluded because of the race, disability, gender, cultural or sexual orientation, nationality, religious, political, or social views or any other protected class shared by the creator.

Selection of materials is influenced by:

- Patron demand, whether expressed or anticipated.
- The changing needs and interests of the community.
- Relevance, both current and historical, and permanent value to the existing collection.
- Intrinsic value or quality of work, relating to such considerations as factual accuracy and authoritativeness of content, comprehensiveness of treatment, style, clarity, effectiveness of expression, and creativity.
- Professional judgment, along with input garnered from critical reviews and selection sources.
- Credentials of the creator, editor, or publisher.
- Importance of a work in adding balance to or filling gaps in the collection.
- Availability of the same or similar material at neighboring libraries or through interlibrary loan.
- Budgetary and space considerations.
- Suitability of the material format for library use, including quality and durability.
- Availability of the item for purchase.

The Library staff selects a general representative collection for all ages at a variety of reading levels, but the collection is also attuned to the specific needs of the community. Multiple copies of a title may be purchased if there is adequate patron demand.

The Library's selection of materials is not restricted by the possibility that children and adolescents may obtain items that parents consider inappropriate. The decision as to

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what a minor may read, view, or listen to is the responsibility of that individual's parent or guardian.

Gifts

The Roselle Public Library District is unable to accept donations of materials for its circulating collections. Such donations will be referred to the Friends of the Roselle Public Library to be considered for inclusion in their ongoing book sale.

Donations of books by authors in the Roselle area may be considered for addition to the collection based the above standards for collection.

Library staff may operate a commemorative book donation program, whereby patrons interested in making a monetary donation specifically for book purchases in memorial or in honor of named individuals can do so.

Withdrawal and Disposal of Library Materials

The collection of the Roselle Public Library District will be evaluated by the professional staff in order to maintain a useful collection that meets the needs of the community. This activity should be done regularly in order to find areas that need to be strengthened as well as to identify materials that need to be withdrawn. The withdrawal of Library materials (weeding) is an integral part of collection maintenance and helps assure the Library's usefulness and vitality. Library staff use much of the same criteria used in the selection process. Additional considerations include, but are not limited to:

- Damage or wear and tear of item.
- Diminished interest to the community.
- Contents superseded by new editions or more relevant works on the same subject.
- Outdated or inaccurate contents.
- Format is outdated or no longer viable.

Gifts, memorials, and donated items may be withdrawn from the collection as part of the weeding process. In all instances, the Library reserves the right to dispose of those items as it would any other material.

Withdrawn materials may be given to another library, offered to the Friends of the Library for sale, sold, given to local philanthropic, educational, cultural, governmental, or other

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not-for-profit organizations, or discarded. Withdrawn materials will not be saved or set aside for specific persons.

Requests for Reconsideration of Library Materials

Any District resident who wishes to question why materials were selected or were not selected will be referred to a member of the Library's Management Team and designated selectors. They will also be provided with a copy of this policy. If the matter is not resolved after a discussion, they are invited to submit a "Request for Reconsideration of Library Material" form. The form will be submitted to the Library Director for further consideration, and may be referred to additional staff members for an in-depth review. The Library Director will notify the patron of the outcome.

In the event the patron wants to further pursue the complaint, the Library Director shall bring the matter to the attention of the Library Board of Trustees for its consideration. The patron will be advised of the Board's decision in writing. The decision of the Board of Trustees on reconsideration of material is final.

Until this process has been completed, no removal or restriction of material undergoing review shall take place. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Statement of Non-Discrimination

The Library and its staff are responsible for providing equitable access to materials and services for all users and Roselle community members. Selection will not be inhibited by the possibility that any item in the collection may come into the possession or view of minors. Sole responsibility for monitoring and/or limiting access to certain materials by minors rests with their own parents or guardians.

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