

Policy and Procedure Manual	Section B 7
Public Policy Collection Development Policy	Issued: October 19, 1991 Approving Authority: Board of Library Trustees

Collection Development Policy

Introduction

The Board of Library Trustees of the Village of Orland Park supports the principles of the Library Bill of Rights and the American Library Association's Freedom to Read <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement> and Freedom to View Statements <http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>.
(See Section A of Policy Manual)

It is the goal of the Orland Park Public Library to meet the informational, educational, cultural, and recreational needs of the residents of Orland Park as well as other library patrons. 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.

Statement of Purpose

This Collection Development Policy defines the standards and outlines the responsibility for materials selection for the Orland Park Public Library. Within these standards, the librarians use their education, experience, and professional judgment to determine the materials which best meet the objectives of the library and the needs of its patrons. Responsibility for the material chosen by children rests with their parents or legal guardians.

Objectives in Materials Selections

The general objectives in materials selection are to carry out the library's goals of providing the community with a variety of formats to meet their informational, educational, cultural, and recreational needs.

Responsibilities for Selection

Library Board Responsibilities

The Board of Library Trustees of the Village of Orland Park establishes the general policies regarding the library's collection. It is the responsibility of the Board of Library Trustees to establish, review, and update as needed this Collection Development Policy. The Board of Library Trustees shall review this Policy at least every two years. The Board of Library Trustees is responsible for protecting the rights of the Orland Park Public Library user and may hear objections to this Policy or objections to the inclusion or exclusion of individual works in the collection.

Library Staff Responsibilities

The Board of Library Trustees delegates the authority to organize the library's collection to the Library Director. This includes overall responsibility for collection development, including selection, ordering, maintaining and weeding of all library materials within the framework of the policies and materials budgeting allocations determined by the Board of Library Trustees. Under the Library Director's direction, members of the professional staff who are qualified by education and training may participate in selection and weeding of library materials. The Library Director is ultimately responsible for all materials in the Library's collection.

All members of the staff, Library Trustees and Orland Park residents may recommend titles for purchase. All requests are given serious consideration. An attempt may be made to borrow through interlibrary loan any requested item that the library determines does not meet the criteria for purchase.

The library strives within the limitations of budget and space to provide a wide range of materials that meet the diverse informational, educational, cultural, and recreational needs of the residents of Orland Park and other library 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 Trustees, community organizations or individuals. 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 Development Policy. (75 Illinois Compiled Statutes 5/4-7.2.)

Parameters of the Collection

The library is responsible for providing library materials to Library patrons of all ages, backgrounds and opinions. The library does not seek to exert doctrinal influence over any person by excluding materials from the library or by denying any library patron access to them. Therefore, the library's collection will represent broadly the views and preferences available in print, nonprint and digital materials. To meet the needs of the

community, the library must build and maintain a diverse and balanced collection of quality materials including items of temporary significance and permanent value. Because the library serves a public with a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity. All formats will be considered when selecting materials.

Standards for Selection

Orland Park Public Library policy directs that the selection of books and/or other library materials shall be made on the basis of their value to interest, enlighten, and inform all library patrons. Selection of materials is based on the Library patron's right to read and their freedom from censorship by others. The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval. Selection will be made on the merits of the work in relation to the building of the collection and to serving the interest and needs of the patrons. 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, sexual orientation, nationality, religious, political or social views of the creator. Due to the impossibility for librarians to examine all items being considered for purchase, they depend on professional reliable selection aids and standard sources. Due to the impossibility for librarians to examine all items being considered for purchase, they depend on professional selection aids and standard sources.

Selection of materials is influenced by their:

1. Relevance, both current and historical, and permanent value to the existing collection
2. Input garnered from critical reviews and selection sources
3. Price as a reasonable value for anticipated use
4. Reputation and qualifications of the creator, publisher or producer
5. Timeliness or currency of subject matter
6. Suitability of subject and presentation for intended audience
7. Popular demand
8. Hardware and software requirements
9. Ease of use (user friendliness, searchability, connectivity)
10. Availability
11. Quality and suitability of physical format for library use
12. Licensing restrictions

Gifts to the Collection

The same criteria of selection used for purchased items is applied to gift materials. The Orland Park Public Library will accept materials as donations only with the understanding the library will decide if they are added to the collection. Inclusion will depend upon whether the materials meet the library's Collection Development Policy, whether their condition is suitable for Library use, and whether additional copies of the materials are needed. Materials given to the library but not added to the collection may be given to another library for its collection, may be donated to the Friends of the Library for sale, or may be disposed of in some other manner.

A donation acknowledgement form will be given to donors upon request. The library will not pick-up donations or offer onsite evaluations of materials.

Monetary gifts will be accepted for items specifically purchased for the collection with the authorization of the Library Director.

Sale and Disposition of Library Materials

The Orland Park Public Library's holdings are continuously evaluated by the professional staff in order to maintain a useful collection that meets the needs of the community. Outdated and unused materials are withdrawn. Items are discarded if there are more duplicate copies than needed or if the material is in poor condition or in obsolete formats.

Books and nonprint materials from the Library's library's collection may be discarded, sold, or with the approval of the Board of Library Trustees, given to local philanthropic, educational, governmental, or other not-for-profit organizations. In cooperation with the Friends of the Library affiliated with the Orland Park Public Library, withdrawn materials may be donated to Recycled Reads.

Challenge to Materials

The Board of Library Trustees of the Village of Orland Park believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves materials which they do not approve of, they cannot exercise this right of censorship to restrict the freedom of other persons to read.

If Orland Park residents wish to file a complaint about library materials, they must fill out in full a Request for Reconsideration of Library Resources. The form will be given to the appropriate Department Manager who will review the complaint and material. The Department Manager will evaluate the material using the Collection Development Policy and make a recommendation to the Library Director. A written response will be made to the complainant within a reasonable time. The response will include a deadline for the

complainant to submit a written appeal to the Board of Library Trustees. If a written appeal is received, it will be provided to the Board of Library Trustees. The Board of Library Trustees' decision will be final. All such complaints will be reported to the Board of Library Trustees of the Village of Orland Park at its next regular meeting regardless of whether a written appeal is submitted.

Materials of sound authority shall not be removed from library shelves because of partisan or doctrinal disapproval. No library material will be excluded because of the race, disability, gender, or sexual orientation, nationality, religious, political or social views of the creator.

Based on the belief that the freedom to read is an inherent right of a free society, materials on controversial subjects will not be censored, labeled, or in any way marked or identified to show approval or disapproval of the contents. The Collection Development Policy encourages providing materials impartially presenting all viewpoints. The Board of Library Trustees of the Village of Orland Park, as guardians of the people's freedom to read, will contest encroachment upon that freedom by individuals or groups seeking to impose their points of view upon the community.

The Board of Library Trustees of the Village of Orland Park also guarantees to all patrons the right to use all materials. It is the ultimate responsibility of parents and/or legal guardians to determine the maturity level of minors. Parents or guardians who decide that restrictions are appropriate for their children are responsible for imposing and enforcing those restrictions. Librarians do not have "in loco parentis" authority or responsibility. As such, the responsibility for children's reading, listening, and viewing materials rests with their parents or legal guardians. The library staff will aid any child in the selection of materials based on their age group. However, no responsibility will be accepted for a child, adolescent, or teen selecting or checking out materials from the collection. Selection and display of materials will not be inhibited by the possibility that materials may come into the possession of children.

It shall be understood that the Board of Library Trustees of the Village of Orland Park, the Library Director, and the library staff do not necessarily advocate all of the ideas presented in the collection.

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