

**Section II: Service Policies**

---

**TITLE: Collection Development Policy**

**DATE ADOPTED: December 13, 2010**

**REVISED: February 9, 2015**

**Mission Statement**

Lake Villa District Library (LVDL) enriches life in our community by connecting people with resources, services and each other.

**Introduction**

The collection development policy is designed to support LVDL’s mission. The purpose of the policy is to inform the public of the criteria used in selecting library materials and to provide staff with guidelines for implementing material selection.

LVDL has adopted the American Library Association’s Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. LVDL believes in the unrestricted access to all materials in our collection. Inherent in the collection development policy is an appreciation for each patron of LVDL. LVDL provides materials to support each individual’s journey, and does not place a value on one patron’s needs or preferences over another’s. LVDL upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The reading and viewing activity of children is ultimately the responsibility of parents or caregivers.

**Scope of the Collection**

LVDL is a medium sized suburban library with a focus on popular materials. LVDL strives to maintain a balanced and diverse collection of quality materials for all ages, educational backgrounds and reading skills. LVDL recognizes that patrons have different learning styles and preferences for how they receive information. Therefore, LVDL provides material in a variety of formats:

- **Print** – such as hardcovers, paperbacks, magazines, and newspapers
- **Non-print** – such as audio and visual formats
- **Electronic media** – such as electronic books, downloadable audio books, music and online databases.

The Youth Department collection offers developmentally appropriate materials to meet the informational and recreational needs of children ages birth through sixth grade. In addition, the Youth Department collects materials on child-rearing for parents and teachers. The Young Adult collection serves the needs of teens from seventh grade through grade twelve. The Adult Department has collections that serve a wide variety of ages and interests.

## **Responsibility for Selection**

Material selection is shared among a trained and qualified staff. The Board of Trustees reviews this policy on a regular basis. LVDL welcomes suggestions from patrons in the selection of materials, but reserves the right to evaluate these suggestions.

## **Criteria for Selection and Evaluation**

LVDL staff makes collection development decisions based on judgment and expertise, with the guidance of professional journals and other selection tools. The following is a list of considerations:

- Current and potential relevance to subject area
- Evaluation of the material by critics, reviewers and professional reviewing sources
- Stated and anticipated demand
- Reputation and significance of the author, publisher, artist, director or producer
- Appropriateness of the material for the intended audience based on the subject matter, writing style, and reading level
- Demand for duplicates or additional materials within the collection
- Local authorship or setting
- Price
- Timeliness
- Physical limitations of the building, storage or shelving
- Demand for information related to school assignments and projects
- Demand highlighted by current events
- Availability through interlibrary loan from other libraries

LVDL recognizes that some works may be controversial. Selection will be based solely on the merits of the work in relation to the building of the collection and to serving the interests of LVDL's users.

LVDL does not usually purchase textbooks unless the textbook is the best source of information on a given subject or the textbook is provided by the local schools.

LVDL maintains a sampling of the works of Lake Villa Township authors.

## **Selection Tools**

Following the criteria for selection, the selectors rely on reviews from professional journal review sources. In addition, the selectors consult other sources such as best seller lists, online review sources, publishers' catalogs and flyers, newspapers and magazines, bibliographies of award winning materials, and the online catalog.

## **Collection Maintenance**

In order to maintain a collection that is current, reliable, in good condition, well used and which relates to the needs and interests of LVDL's users, materials are withdrawn on a systematic and continual basis. Materials are withdrawn when they are dated, inaccurate, in poor condition, and on the basis of space constraints and circulation statistics.

Withdrawn materials are given to the Friends of the Lake Villa District Library for resale. Outdated materials with no remaining value are recycled or discarded.

## **Gifts, Memorials and Donations**

LVDL accepts donations of books and other materials, but it does with the explicit understanding that such materials will be added to the collection only if they are needed and meet the selection criteria that apply to all library purchases. The library does not accept gift subscriptions to magazines or newspapers. LVDL reserves the right to utilize gifts as it sees fit and to dispose of gifts which are unsuitable or unneeded in the collection. Donations will not be returned to the donor.

When a cash gift is received for the purchase of materials or other resources, whether as a memorial or for any other purpose, the general nature or subject area of the item(s) to be purchased may be specified by the donor. Selection of specific titles will be made in accordance with the needs and selection policy of the library. Items purchased with gift funds are subject to the same criteria for maintenance as the rest of the collection.

## **Statement of Concern about Library Resources**

Any patron who questions material in the collection should be referred to the Head of Adult or Youth Services based on the type of material. The material will then be reviewed according to the Collection Development Policy. The patron will be notified in a timely manner.

A patron may appeal any decision to the Director and then to the Board of Trustees.

Material and resources undergoing review for reconsideration process will remain in the collection pending resolution of the process.



## Lake Villa District Library Materials Statement of Concern

Name: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

How would you like to be contacted: \_\_\_\_\_

Do you represent yourself:  Yes  No An organization? \_\_\_\_\_

1. Resource on which you are commenting:

Print  Audio  Visual  Other

Item Bar Code #: 31981- \_\_\_\_\_

Title: \_\_\_\_\_

Author/Artist: \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource?  Yes  No

If not, then which parts?

4. What concerns you about the resource? (Use other side of page, if necessary)

5. Are there resource(s) you suggest to provide additional information and/or viewpoints on this topic?

Thank you for your concern. Please return the completed form to a Reference Desk at Lake Villa District Library, 1001 E. Grand Ave., Lake Villa, IL 60046.

C:\Users\tszafanski\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\FZBCHZX9\SP Collection Development Policy - Revised FINAL Feb 2015.docx