



Collection Development Policy

Guiding Principles

Serving an ever-changing community, the Nippersink Public Library District provides materials and services to help our community obtain information for their educational, recreational, professional, personal, and reference needs.

All individuals have the right to choose which Library materials they will use. However, no one may restrict the rights of others. The Library subscribes to the provisions of the following documents as adopted by the American Library Association:

[Library Bill of Rights](#)

[Freedom to View Statement](#)

[Freedom to Read Statement](#)

[Access to Library Resources and Services for Minors](#)

[Diverse Collections: An Interpretation](#)

The Collection

The Nippersink Public Library District is a popular materials library. While every effort is made to maintain a collection of resources covering a number of subjects and support the general information needs of library users, the focus of the collection is to provide contemporary materials in the areas of fiction, nonfiction audiovisual offerings, and nontraditional collections suitable to our patrons' needs.

Selection Responsibility

Overall responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Board of Trustees. The Library Director delegates or shares this responsibility with designated members of the staff.

It is the responsibility of the selectors to maintain collections that meet the needs of the community even when materials may present views contrary to the personal beliefs of the staff members, library trustees, community organizations, or individuals.

General Selection Criteria

The following criteria inform material selection decisions:

- Patron interest and/or request
- Currency or timeliness
- Favorable professional reviews
- Media attention
- Representation of a broad range of human experience
- Reputation of the author, artist, or production company
- Reputation and standing of the publisher or distributor



- Suitability of subject and style for attended audience
- Quality of format
- Languages read and spoken in the community
- Cost and space constraints
- Availability to purchase through reasonable means
- Availability of materials in other libraries
- Ease of access and use

Materials may not necessarily meet all these criteria to be included in the collection.

In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

It is impossible for librarians to read or view all items added to the collection, therefore they depend on reliable selection aids which include but are not limited to professional reviews, notable award lists, online tools, bestseller lists, national and international news, and other media.

Textbooks and scholarly materials may be acquired if they serve the general public by providing information on subjects where little or no material is available in other forms. However, materials of a highly specialized, academic, or technical nature typically are excluded from the collection.

Digital resources play an important role in the library's collection. In addition to standard criteria used in selecting other formats, special criteria for electronic formats include ease of use, technology requirements, and availability of remote access. Certain digital collections feature content that is leased or purchased as a whole, therefore not all content is directly selected by staff.

Deselection & Discards

To ensure a vital collection of continued value to the community, books and other materials that have outlived their usefulness are withdrawn. The Library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.

Materials that are removed from the Library collection may be made available for public purchase at the Library's ongoing book sale. Materials that are not purchased will be donated to charitable programs such as but not limited to sustainable Shelves, Environmental Defenders of McHenry County, Bernie's Book Bank, and Better World Books. Materials may also be donated to the school district or local preschools.

Parental Responsibility

Given the diverse nature of the collection, not all materials are suitable for all patrons, and responsibility minors' choice and use of resources rests with their parents or legal



guardians. Selection is not restricted by the possibility that children or teens may access resources their parents or legal guardians may consider inappropriate. The Library believes in the freedom of the individual, and the right and obligation of parents or legal guardians to guide, develop, interpret, and maintain their own values in their family.

Gifts

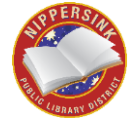
The Library welcomes gifts of materials, but it does so with the explicit understanding that such materials will be added to the collection only if they are needed and meet the selection criteria that apply to Library purchases. The Library reserves the right to utilize gifts as it sees fit and dispose of gifts which are unsuitable or unneeded in the collection. Donations will not be returned to the donor.

Request for Reconsideration Procedures

Feedback from members of the community about the collection or individual items in the collection frequently provides librarians with useful information about the community interest or collection needs. The Library welcomes expression of opinion by patrons, but will be governed by this Collection Policy in making additions to or deleting items from the collection.

Examination and reconsideration of resources, if necessary, will be handled as outlined in these procedures.

1. A Nippersink Public Library District cardholder in good standing will be provided with a complimentary copy of this Collection Development Policy and the Request for Reconsideration of Library Resources form.
2. The patron submits the completed Request for Reconsideration of Library Resources form to the Library Director.
3. The completed form and resource in question will be reviewed by a staff committee, and the Library Director will respond to the patron in writing.
4. If the patron is not satisfied with the action taken, they may request additional review by the Board of Trustees by contacting the Library Director. The Board will review the completed form, the resource in question, and the staff committee findings, and the Secretary of the Board of Trustees will respond to the patron in writing. The decision of the Board of Trustees shall be final. No Request for Reconsideration will be considered for 24 months following a Board decision on the same resource.



Request for Reconsideration of Library Resources¹

The Board of trustees of the Nippersink Public Library District has delegated the responsibility for selection and evaluation of library resources to the Director of the Library and has established reconsideration procedures to address concerns about those resources. Please read the Library's Collection Development Policy. If you wish to request reconsideration of library resources, complete the following form in its entirety and return to:

Dana Fanslow, Library Director
Nippersink Public Library District
5418 Hill Road
Richmond, IL 60071

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Nippersink Public Library District card number _____

Whom do you represent? _____ Self _____ Organization: _____

Resource on which you are commenting:

_____ Book _____ Textbook _____ Display _____ Magazine _____ Newspaper

_____ Library Program _____ Audio Recording _____ Video Recording

_____ Electronic/Online Material (please specify) _____

_____ Other (Please specify) _____

¹ This form is in part based on the sample provided by the ALA Office for Intellectual Freedom
<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/>



Title: _____

Author/Performer/Publisher/Producer: _____

Have you read, listened to, or viewed the entire resource? _____ Yes _____ No

Please answer the following questions as thoroughly as possible. Use additional pages as necessary.

1. What brought this resource to your attention?

2. What concerns you about this resource? Please be specific: list pages, selections, tracks, scenes, verses, etc.

3. What do you feel might be the result of reading, listening to, or viewing this resource?

4. For what age group would you recommend this resource?

5. Is there anything good about this resource?

6. What action would you like the Library to take regarding this resource?

7. What do you recommend in place of this resource to convey as valuable a picture, perspective, and treatment of the subject presented?

Signature

Date

Your request will receive a response in writing following a committee review.