

# Collection Development Policy

## POLICY SECTION 3

### Purpose

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The authority and responsibility for the selection of library materials are delegated to the Library Director and, under their direction, to additional staff members who are qualified for this activity. 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 the written policy required to be established pursuant to Illinois Library Law. (75 Illinois Compiled Statues 5/4-7.2). Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Plainfield Area Public Library will strive to allocate 12% of its operating budget on materials every year. The collection is designed to meet the needs of the Plainfield Library District community. 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.

The Plainfield Area Public Library subscribes to the selection principles contained in [the Library Bill of Rights](#), adopted and amended by the American Library Association.

### Criteria for Selection

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Plainfield Area Public Library policy directs that the selection of library materials shall be made on the basis of their value to interest, enlighten and inform all members of the community. Library material will not be excluded because of the race, nationality, political or social views of the creator.

Selection of materials is influenced by:

- Significance, both current and historical and permanent value to the existing collection
- Input garnered from critical reviews and selection sources
- Cost
- Authority and qualifications of the creator, publisher or producer
- Timeliness or currency of subject matter
- Representation of equity, diversity, and inclusion
- Suitability of subject and presentation for intended audience
- Demand
- Sustainability of the format for Library use
- Ease of use (user friendliness, searchability, connectivity)
- Availability
- Relation to existing collection

- Space limitations

The Plainfield Area Public Library seeks to support the local writing community and considers materials created by Library residents while following the selection criteria of the Collection Development Policy.

## Collection Maintenance

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Library staff is responsible for initial selection of materials. The Library Director is responsible for final selection of materials.

The Library collection is maintained and kept current by a continual program of repairing, discarding or replacing worn and outdated materials.

The criteria used to determine the removal of materials:

- Duplicate items
- Space constraints
- Damage
- Demand

## Donations

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Plainfield Area Public Library accepts donations of various kinds, including bequests, endowments, memorials, in-kind donations and materials. Donations to the Library will be judged on the same basis as purchased materials. The Plainfield Area 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 satisfactory for library use and whether additional copies of the materials are needed.

Donations of materials will not be appraised by any member of the Library staff or the Board of Trustees.

The Library will not offer pick-up of donations or onsite evaluation of materials.

Monetary gifts for specific items may be accepted for inclusion in the collection with Library Director authorization.

The Library has full discretion and authority regarding any and all uses of the material(s) including, but not limited to, their addition to our collection, inclusion in a book sale, or discard.

## Reconsideration of Materials

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The Library believes that people have the right to decide what material they find appropriate for themselves. Parents or legal guardians are responsible for the material chosen by their children.

Approved by the Plainfield Area Public Library Board of Trustees: 11.2022

A Library District resident finding material objectionable may request that an item be reconsidered. Request for review of any material in the collection shall be made by submitting a *Request for Reconsideration of Library Materials* form to the Library Director (Appendix 3A). The request form must be filled in completely.

The Library Director shall act upon the complaint by establishing a staff committee to review the material and render a recommendation. The recommendation and complaint will be given to the Board of Trustees of the Plainfield Area Public Library. Final disposition of the matter rests with the Board of Trustees. The decision shall be forwarded to the complainant in written form.