Collection Development Policy
Revised and Approved May 17, 2017

I. Introduction

The purpose of the Waukegan Public Library Collection Development Policy is to communicate the underlying principles and doctrines used in building and maintaining the Library’s collection of physical and digital materials.

II. Basis of Collection Development

As in all areas of the Library, collection development is grounded in the Library’s mission and vision, and in the strategic direction. In addition, national standards for public libraries, including the American Library Association’s Library Bill of Rights and Statement on Labeling, are taken into consideration when developing the collection. The overall goal is to provide a diverse, balanced collection that supports the Library's objectives.

III. Selection and Maintenance

A. Responsibility for Selection

Final accountability to the Library Board and the public for the entire collection rests with the Executive Director. Selection of specific materials is done by designated staff, in cooperation and consultation with others throughout the library.

B. Selection Guidelines

Materials for the Library's collection are purchased in a variety of formats, both physical and online, based on the needs of the community. An item's support of the Library's strategic direction is a primary factor in selection, but additional criteria are also taken into account, including quality, accuracy, and interest. Because the Library serves all of Waukegan’s residents, it will always seek to select materials of varying complexity, viewpoints, and languages. The selector's expertise and experience are the most valuable tools in making final decisions about each individual item.

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author.

C. Weeding

Systematic evaluation and weeding of the collection are necessary to ensure that the collection remains current, useful, and in good condition. The Collection Development Strategy serves as a guide for weeding and maintaining the collection as well as for the selection of materials.
D. Gifts

Gifts of books and other library materials are accepted under the provision of the Library's Gift Policy.

E. LINKin and Interlibrary Loan

LINKin is a group of libraries in Northern Illinois with procedures and equipment to facilitate interlibrary loans. It permits member libraries to expand the range of materials available to library users. Interlibrary loans through LINKin are supplementary tools to access needs not met by the current collection.

IV. Reconsideration of Library Materials

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Collection Development Policy and the Collection Development Strategy in making additions to or deleting items from the collection. Patrons and staff may submit recommendations in person, or by phone, mail, email, or online request form.

Requests for reconsideration will go through the following steps.

A. Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Materials."

B. The formal, written request will be given to the Collection Manager.

C. The Collection Manager will prepare a written recommendation for the material being reconsidered and present it, with the specific item and the request, to the Executive Director.

D. The Executive Director will evaluate both the material and the recommendation.

E. If the Executive Director's recommendation is to withdraw the material from the collection, the recommendation will be forwarded to the Board of Trustees for its ratification.

F. If the Executive Director's decision is to retain the material in the circulating collection, the Executive Director will respond to the patron in writing stating his or her decision and offering the option that an appeal of the decision may be brought to the Board of Trustees through the Executive Director.
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Policies that are required by statute are automatically amended to reflect any changes in said statute.

Website of the Waukegan Public Library Revised and maintained by:

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Send comments to richardlee@waukeganpl.info

Request for Reconsideration of Materials
[see PDF for form]
Request for Reconsideration of Materials

Title

Author

Publisher

Your Name

Address

City  State  Zip  Phone #

Do you represent:  ❑ Yourself  ❑ An Organization (name)

Other Group (name)

1. What in the material do you object to? (Please be specific. Cite pages.)

2. Did you read, view, or listen to the entire work? If not, what parts?

3. How do you think this material affects others?

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

5. Are you aware of reviews of this material by critics?

6. What would you like the library to do about this material?

7. In its place, what would you recommend?

Signature___________________________

Date_________________________________