

TITLE: Collection Development Policy
POLICY NUMBER: 500
EFFECTIVE DATE: 01/19/2022
REVIEW DATE: January 2024
SUPERSEDES POLICY NUMBER: none, May 17, 2017



1. Purpose: 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.
2. Objective: 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.
3. 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 digital, 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, languages and subject matter. 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 of books and other library materials are accepted under the provision of the Library's Gift Policy.
 - e. Interlibrary Loans— In order to expand the range of materials available to library users, WPL utilizes interlibrary loans and consortia as supplementary tools to address needs not met by the current collection.
4. 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,

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or by phone, mail, email, or online request form. Requests for reconsideration will go through the following steps:

- I. 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."
- II. The formal, written request will be given to the Collection Manager.
- III. 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.
- IV. The Executive Director will evaluate both the material and the recommendation.
- V. 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.
- VI. If the Executive Director's decision is to retain the material in the circulating collection, the Executive Director will respond to the patron's request in writing with an explanation setting forth the reasons.
- VII. An appeal of the decision may be brought to the Board of Trustees in writing, and the board's decision will be final.

5. Citations and Related References: 75 ILCS 5/4-7.2
6. Enactment: By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy. Policies that are required by statute are automatically amended to reflect any changes in said statute.

Adopted by the Waukegan Public Library Board of Trustees, January 19, 2022.

President, Waukegan Public Library Board of Trustees

Date

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WAUKEGAN
PUBLIC
LIBRARY



Request for Reconsideration of Materials

Title

Book

Other

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 _____

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