



Round Lake Area Public Library
906 Hart Road
Round Lake, IL 60073
847-546-7060 www.rlalibrary.org

Collection Development Policy

I. Purpose

The Round Lake Area Public Library District's Board of Trustees approves and adopts a collection management policy to provide broad guidelines for the professional staff responsible for the selection and withdrawal of library resources. It is also used to inform the public about the principles upon which the selection and withdrawal of library resources are based. The purpose of the library collection will be to meet the informational, educational, cultural, and recreational needs of the clientele; gathering as broad a range of materials as the budget and space allow.

II. Community

As an independent unit of local government, the Round Lake Area Public Library District provides library service to 40,000 residents of those portions of Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Hainesville, and unincorporated Lake County that lie within the geographic boundaries of the library district. The clientele consists of all of the residents of the district with their diverse needs, backgrounds, origins, views, and interests.

III. Intellectual Freedom

The patron's choice of library resources for personal use is an individual matter. Responsibility for the use of resources by children and adolescents rests with their parents or legal guardians. The Board of Trustees recognizes that while individuals are free to reject for themselves and for their children's materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within any guideline set forth by the library. The library subscribes to the provisions of the following documents as adopted by the American Library Association (referenced at end of policy):

- Library Bill of Rights
- Freedom to View Statement
- Freedom to Read Statement
- Free Access to Libraries for Minors

IV. Parameters, priorities, and Scope of the collection

The library seeks to develop a collection that includes information and literature representing a broad spectrum of human thought and experience. The collection provides, subject to the criteria of this policy, materials explaining diverse points of view. The collection does not advocate any specific historical, political, or social perspective of events or ideas. Inclusion of materials in the collection does not indicate the approval of or advocacy for the represented viewpoints on the part of the library.

The major focus of the collection is popular materials to meet the demands and interests of the community. Consideration is given to popular culture, trends, and current issues.

The collection includes materials in various formats, including print and non-print items as well as digital and online resources. As technologies are developed, refined and become commercially viable, and are appropriate for library use, they will be evaluated for inclusion in the collection.



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The collection includes materials for users of all ages. The library does not attempt to replace curricula or formal education programs at any level, however, the collection contains materials that complement and support a general curriculum of study through the community college level. It is not the intent of the library, nor are there resources available, to develop a research or academic collection. Textbooks may be acquired if they serve the general public by providing information on subjects where little or no material is available in any other form.

The collection includes a substantial selection of materials in Spanish to meet community demand. The scope of materials in this collection will reflect the collection and community as a whole. Materials in languages other than English and Spanish may be purchased where demand exists and budget allows.

V. **Selection**

The Library Director shall be responsible for the selection, withdrawal, and disposal of all library material in accordance with this policy, using the assistance of library staff, without outside interference. The final authority for the library collection rests with the Library Director. Implementation of Collection Development Policy and management of the collection is assigned to library staff.

Criteria for Selection: Selection of all materials shall be made by professional library staff on the basis of the material's interest and informative value to the community. Criteria to be considered include, in no particular order:

- Relevance to community
- Timeliness and accuracy of information
- Purpose, scope, and depth of coverage
- Representation of diverse points of view, ideas, and opinions
- Collection balance
- Local interest or history
- Popularity, either expressed or anticipated
- Curricular and educational support
- Cost
- Critical and professional reviews
- Format and physical features
- Feasibility and cost of repair

No material shall be excluded because of the origin, background, or views of its creator.

The library does not endorse particular beliefs and will attempt to provide material representing all points of view on controversial subjects.

Materials that will not be purchased for the collection include but are not limited to the following:

- Materials that are publicized solely through infomercials or personal websites and lack authoritative and evaluative information.
- Self-published materials, unless they are reviewed in established publications. Exceptions may be made for local residents with authoritative credentials.



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Because it is impossible for staff to examine all items being considered for purchase, librarians use reliable selection aids including reviews found in professional and popular sources. Other selection aids include notable award lists, carefully selected online tools, and published lists of bestsellers.

Requests / Recommendations: Requests and recommendations from patrons and staff can be made by contacting the reference desk or emailing a request to info@rlalibrary.org. These requests are to be given consideration, and purchase will be determined by the criteria listed above.

VI. Gifts and Donations

The library accepts gifts of books, AV material, and board games with the understanding that they will be added to the library collection only when needed. The same principles of selection that are applied to purchases are applied to gifts.

Donations in memory or honor of a named individual are welcomed. Gifts other than books may be chosen with the approval of the Library Director and/or the Board of Trustees. The Library Director and the Board of Trustees may designate donations of money for the purchase of books or equipment in some particular field or department as approved.

The donor of any gifts should understand that the library reserves the right to assign gifts wherever the need is greatest or to dispose of them in some way if they are not acceptable items. The library will make an effort to sell or dispose of all gift material that it does not add to the collection or inventory to the very best advantage.

Statements of estimated value of gifts such as books, audio-visual material, etc. will not be made for donors of said gifts. Exceptions to this can be made with approval of the Board of Trustees only. The librarian may issue the donor a letter acknowledging the donation only.

VII. Evaluation and Maintenance

Evaluation of the library's collection is an ongoing process managed by professional staff, including not only current and retrospective selection, but also the replacement and withdrawal of materials.

Criteria for Replacement and Withdrawal: When withdrawing, discarding, or replacing library materials, the current selection criteria will be applied. The following additional considerations are pertinent, in no particular order:

- Physical condition of materials
- Accuracy and timeliness of materials
- Usage
- Availability of newer, more comprehensive or more accessible material
- Relevance to collection and scope of collection
- Relevance to community
- Number of copies in the collection
- Space constraints
- Availability elsewhere, including other local libraries, interlibrary loan, and online resources

VIII. Material Challenge/ Request for Reconsideration of Materials

Strong objection to any Library materials and requests for a material's placement in the collection to be reconsidered must be made in writing. Requests by district residents will be given full



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consideration provided a written request is made using a form available from the reference desk and signed by the concerned party. After receiving the completed request for reconsideration, the Library Director will appoint an ad hoc committee consisting of 3 professional staff members with relevant subject knowledge. The committee will evaluate all requests to add or remove material from the collection within the context of the Collection Development Policy.

During this process, the material in question will remain accessible to library patrons. The committee will make a recommendation to the Library Director, who will respond by letter to the patron.

IX. Policy Implementation and Review

The Director has full authority and responsibility for the implementation of this policy. The responsibility is shared with and delegated to the Head of Adult Services and the Head of Youth Services, and through them to qualified professional staff.

Staff in both the Adult and Youth Services departments shall devise, implement, monitor and modify as necessary procedures and processes to fully and efficiently implement this policy. Input and cooperation from other departments may be required, and all procedures are subject to the review of the Library Director.

As required by 75 ILCS 5/4-7.2, the Board of Library Trustees shall review and amend as necessary this policy biennially

Provisions of the American Library Association Relevant to this policy:

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read:

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View:

<http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

Access to Library Resources and Services for Minors:

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

Media Access Policy:

<https://www.rlalibrary.org/index.php/about/more-information?id=150>

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