



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 869 6150  
westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### **Collection Development Policy**

#### **Purpose**

The Collection Development Policy serves as a guideline for staff to consult when deciding whether to acquire, discard, or reject an item for the Westmont Public Library (WPL) collection. Additionally, it informs the public about the principles and criteria upon which selection is made. By following the guidelines established in the Collection Development Policy, staff can make consistent and informed decisions about the collection and provide the Westmont community with access to a wide-range of relevant materials.

#### **Philosophy**

The Westmont Public Library's Mission Statement and Strategic Plan guide the selection of materials as they do the development of services and the allocation of resources, consistent with WPL's Mission Statement, "providing the community with the keys to lifelong learning." Additionally, WPL will strive to be a leading resource for items that serve the needs of both popular interest and of lasting intellectual value.

#### **Responsibility for Selection and Management**

The Collection Development Policy, approved by the Library Board of Trustees, is administered by the Director. Under the guidance of the Director, select professional, paraprofessional, and support staff members participate in the selection and management of library materials.

#### **Selection Guidelines**

##### **Criteria**

Library materials are selected on the basis of literary, educational, informational, and recreational value. In addition, staff will take into consideration authority of information and author, popularity and demand, diversity of subjects, ideas, and opinions, local interest, cost and availability, readability and style, and curriculum support. Library staff's knowledge of the community and the existing collection, as well as their practical experience filling library users' requests for material and information, will also help guide the selection process.

##### **Scope**

Materials selected for the library collection are designed to meet the cultural, informational, educational, and recreational needs of Westmont residents. The scope of the collection is intended to offer a choice of format, opinion, style, and level of difficulty to our users. The emphasis of scope is on acquiring materials of wide-ranging interest to the general public. The collection is not archival, with the exception of local history collections, and is reviewed and revised on an ongoing basis to meet contemporary needs.

##### **Tools**

Selection of resources is done from published reviews in professional journals, popular media, subject bibliographies, annual lists of recommended titles, publishers' catalogs, and patron suggestions and requests.

**Format**

Resources are purchased in the most appropriate format for meeting the diverse needs of residents. The library acknowledges the enduring demand for traditional formats (like the printed book) while striving to meet the needs of patrons requesting digital formats. Formats with decreased use over time will be de-emphasized and eventually de-selected.

**Multiple Copies**

The library will purchase multiple copies of high-demand materials in a timely manner at the discretion of the library. The focus remains on offering a variety and depth of collection to meet the needs of the community.

**Gifts/Donations**

Gifts are gratefully accepted by the library with the understanding that donated materials are subject to the library's selection criteria and may be limited in quantity due to available storage space. Donated materials immediately become property of the Westmont Public Library. The library reserves the right to dispose of gift materials that are not added to the collection. The library will provide a receipt of donation, but staff will not provide appraisals or itemized lists of donations.

**De-selection of Materials**

In order to maintain a relevant and up-to-date collection, worn, obsolete, and redundant materials are continually removed from the collection. Library staff routinely and systematically evaluate and remove items from the collection in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the Westmont community, and to make room for new materials. Materials may be donated, sold, or discarded by the library.

**Reconsideration of Material**

The library invites Westmont library cardholders or residents to ask questions, make suggestions, and express concerns regarding the library's collections and materials. The library will carefully investigate and consider suggestions from Westmont patrons to reclassify or remove any material deemed unsuitable from the collection. Westmont patrons who request the reconsideration of library materials will be asked to submit their request in writing by completing the "Request for Reconsideration of Library Material" form. Once a decision regarding the item has been made, a written response will be sent to the patron. If the Westmont patron is not satisfied with the decision, he/she may appeal for a hearing before the Library Board of Trustees by making a written request to the President of the Board. All "Request for Reconsideration of Library Material" forms filed with the library become public records subject to disclosure under the Freedom of Information Act.

**Additional Statements**

The Library Board of Trustees supports and adopts the following fundamental statements of librarianship:

- [The Library Bill of Rights](#)
- [The Freedom to Read Statement](#)
- [The Freedom to View Statement](#)

These statements are not understood by the Library Board to restrict age appropriate access policies that may be in place from time to time.



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 869 6150

westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### Request for Reconsideration of Library Materials

You will receive receipt of submission and a written response from the Library Director in a timely manner. If you disagree with the decision of the Library Director you may appeal in writing to the Library Board by submitting a request to the President of the Library Board. Once filed with the library, this document will become a public record subject to disclosure under the Freedom of Information Act.

Request initiated by (your name): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you represent: \_\_\_ yourself \_\_\_ an organization (name): \_\_\_\_\_

Are you a Westmont Public Library cardholder or Westmont resident? Yes \_\_\_ No \_\_\_

Title for reconsideration: \_\_\_\_\_

Author/Artist: \_\_\_\_\_

1. What brought this work to your attention?

2. Have you examined the entire work? Yes \_\_\_ No \_\_\_

If not, which parts have you read/viewed/listened to?

3. What concerns you about this work? (Use other side or additional pages if necessary.)

4. What would you like the library to do about this work?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?