



## 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 (the Library) 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.

#### Supporting Statements

The Library Board of Trustees supports and adopts the following fundamental statements of librarianship by the American Library Association (ALA):

- [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 access policies that may be in place from time to time.

#### Selection Guidelines

Materials selected for the Library collection are designed to meet the cultural, informational, educational, and recreational needs of Westmont residents. The Library supports patrons' right to choose freely from a variety of offerings and therefore will strive to be a leading resource for items that serve the needs of both popular interest and of lasting intellectual value. The Library is committed to resource sharing at local, state, and national levels. Membership in resource-sharing consortia demonstrates the Library's commitment to providing access to materials beyond the scope of local collections for its patrons.

#### 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 staff members who have been trained and educated in collection development participate in the selection and management of Library materials. 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, also help guide the selection process.

#### Criteria

Library materials are selected within the limitations of budget and space and on the basis of literary, educational, informational, and recreational value. The scope of the collection is intended to offer a choice of format, perspective, style, and level of difficulty to our patrons. 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.

As it is impractical and impossible for staff to read and review each item added to the collection, information gathered from published reviews in professional journals, popular media, subject bibliographies, annual lists of recommended titles, and publishers' catalogs serve as a basis for applying selection criteria.

When selecting items staff will take into consideration:

- The reputation and authority of authors and publishers.
- Factual accuracy of information and authoritativeness of content.
- Popularity and demand. Multiple copies of high-demand materials may be purchased to help meet demand.
- Diversity of subjects, viewpoints, and representation.
- Local interest. Self-published titles relating to local history and events will be considered for the collection.
- Cost and availability.
- Readability, style, and effectiveness of expression.
- Format and suitability of the material for Library use. Formats with decreased use over time will be de-emphasized and eventually de-selected.
- Local school curriculum support.
- Patron suggestions.

### **Gifts/Donations**

Gifts are gratefully accepted by the Library with the understanding that donated materials are subject to the Library's selection criteria. 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.

When the Library receives a donation for the purchase of material, donors may specify the general nature or subject area of the item(s) to be purchased. Selection of specific titles will be made in accordance with the criteria and selection guidelines in this policy and items may eventually be discarded in accordance with the de-selection guidelines. For inquiries about gifts or donations to serve as tributes or memorials, contact the Library Director.

### **De-selection of Materials**

In order to maintain a relevant and up-to-date collection, worn, obsolete, inaccurate, 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.

### **Intellectual Freedom, Censorship, and Reconsideration of Material**

As a public institution governed by an elected Board of Trustees, the Library adheres to the principles of intellectual freedom and expression as outlined in the Library Bill of Rights of the ALA in the acquisition and retention of Library materials. The Library does not acknowledge censorship attempts based on the frankness of language or the controversial manner authors may use in dealing with subject matter. The Library assumes the maturity of the readers for whom materials are made available. Possession of material in the collection should not be interpreted as an endorsement by the Library but rather as the fulfillment of the Library's responsibility to provide a responsive collection for the community.

The Library invites Westmont Public Library taxpayers 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 taxpayers to reclassify or remove any material deemed unsuitable from the collection. Westmont

taxpayers 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 by the Library Director, a written response will be sent to the requester. If the Westmont taxpayer is not satisfied with the decision, they 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.



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### **Request for Reconsideration of Library Materials Form**

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### **Form submission**

After submitting a reconsideration form, 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: \_\_\_\_\_

Are you a Westmont Public Library taxpayer? Yes \_\_\_ No \_\_\_

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

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

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

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

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

1. What brought this work to your attention?

2. Have you read, listened to, or watched the entire work? Yes \_\_\_\_ No \_\_\_\_  
If not, which parts have you read/viewed/listened to?

3. What concerns you about this work?

4. How does this material fail to meet the objectives and criteria of the Collection Development Policy?

5. What would you like the Library to do about this work?

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? If so, please provide the citation of a review or evaluation of this material from a professional review source.