



COLLECTION DEVELOPMENT POLICY

The Sanborn-Pekin Free Library provides free, open and equal access to ideas and information for all members of the community. The library recognizes its responsibility to provide carefully selected books and materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. This collection development policy is used by the library staff in the selection/deselection of materials and also serves to acquaint the general public with the principles of selection and deselection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Sanborn-Pekin Free Library Board of Trustees and are integral parts of the policy. (See Attachments)

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Scope of the Collection

The collection serves residents of the Sanborn-Pekin Free Library service area from birth through adulthood.

- The Children's Collection serves children from infancy to 12 years of age, as well as parents, caregivers, teachers and professionals involved in service to children.
- The Young Adult Collection focuses on the informational and recreational needs of adolescents (ages 13-17); additional materials purchased for young adults can be found throughout the adult non-fiction collection.
- The Adult Collection serves adults of all ages and includes a wide range of materials in a variety of physical and digital formats.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests with the library director who operates within the framework of the policies determined by the Sanborn-Pekin Free Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

Selection of materials is a complex process that calls on all of the professional staff's skills, experience and knowledge.

Basic factors considered for purchase are:

- Individual merit of each item
- Popular appeal/demand
- Suitability to the intended audience of subject, style, format, and reading level
- Scarcity of library material on a subject
- Existing library holdings
- Budget

Selection of library materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy's guidelines. Library resources will not be marked or identified to show approval or disapproval of their contents. The library's acquisition of any resource does not constitute endorsement.

The library welcomes input from the community about its collection. Sanborn-Pekin Free Library cardholders can recommend that the library acquire an item that it doesn't own. A "Request a Purchase" form is available at the library's circulation desk. Purchase of requested items is not guaranteed.

Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Sanborn-Pekin Free Library agrees to lend its materials to other libraries through the NIOGA interlibrary loan network. The system also provides electronic access to many items, including eBooks and databases.

Gifts and Donations

The Library accepts, on a very limited basis, gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as she/he sees fit. The same criteria of selection which are applied to purchase materials are applied to gifts.

Memorial gifts and donations of money are also accepted. Suitable bookplates are placed in the book. Gifts and donations to the Library are welcomed and appreciated.

By law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Deselection (Weeding)/Maintenance and Collection Evaluation

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. This requires the time, skill, care and knowledge of an experienced librarian that knows both the strengths and weaknesses of the collection and is aware of the changing needs of the community.

- Deselection/weeding is an integral part of the collection development procedure and should be completed on a regular basis. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials and disposed of at the library director's discretion.

The following categories of materials should be considered for weeding:

- Worn or mutilated items
 - Duplicate copies of seldom used titles
 - Materials which contain outdated or inaccurate information
 - Superseded editions of specific titles
 - Materials no longer of interest or demand.
- Replacement attempts to maintain copies of standard and important works in the collection. The Library does not automatically replace all materials withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, staff will consider the following factors:
 - Whether the item is still available and can be replaced
 - Whether another item or format might better serve the same purpose
 - Whether there remains sufficient demand to replace the item
 - Whether updated, newer, or revised materials might better replace a given item
 - The number of copies held in the collection
 - The existing coverage of the subject within the collection

Request for Reconsideration of Library Materials

The Sanborn-Pekin Free Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. The library director is available to discuss concerns and identify alternative materials that may be available. If a concern is not satisfied through discussion with the director, a formal, written request for reconsideration of library materials may be submitted. A "Request for Reconsideration of Library Material" form is available in the library.

No item is to be removed or restricted because of a complaint except under the direction of the Board of Trustees after the following procedures have been executed:

1. The patron will complete a "Request for Reconsideration of Library Material"
 - a. The form must be completed in full
 - b. The patron must hold a Sanborn-Pekin Free Library card
 - c. The patron's library record must be in good standing
2. The complaint will be reviewed by the director and the Sanborn-Pekin Free Library Board of Trustees
3. The patron will be notified in writing of the decision

This Collection Development Policy will periodically be evaluated and revised as times and circumstances require.

Adopted 11/2020

Attachment A:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

This document can be found at <http://www.ala.org/advocacy/intfreedom/librarybill>

Affirmed 11/2020

Attachment B:

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the

freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been

thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

This document can be found at <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Affirmed 11/2020