

DES PLAINES PUBLIC LIBRARY COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

INTRODUCTION

The Collection Development and Management Policy, approved and adopted by the Des Plaines Public Library Board of Trustees, states the principles upon which a useful and well-rounded public library collection is built and maintained. It determines the allocation of library resources, the contents of its collections, and the means by which collections are accessible to users. In addition to providing guidance to staff, this policy also serves to inform the public about material selection criteria and collection maintenance.

The goal of the Des Plaines Public Library is to select, organize, and make available materials in all relevant formats, representing differing points of view, within the limits of space and budget, to implement the library's [mission](#). Materials are selected to meet not only the current needs and interests of the library's patrons, but also to anticipate future demands. Such materials may be informative, educational, recreational, and cultural.

It is the library's objective to provide a diverse collection which represents various points of view and materials that appeal to all persons including groups of every age, educational background, religious and personal belief, occupation, economic level, physical and mental ability, ethnic or national origin, race, color, gender, gender identity, gender status, or sexual orientation.

The library recognizes that each patron's choice of materials for personal use is an individual matter. Responsibility for a minor's use of materials rests solely with the parents, caregivers, or legal guardians. Patrons are free to choose items for themselves, but they may not restrict or censor another patron's use of library materials. The presence of materials in the collection does not imply the library's endorsement of the contents of the materials.

Foundational principles of professional organizations that support this policy include:

[Library Bill of Rights](#)

[Freedom to Read Statement](#)

[First Amendment and Censorship](#)

[Des Plaines Public Library's Values, Mission Statement, and Key Beliefs](#)

(These documents are also available through the [library's website](#).)

COLLECTION MANAGEMENT

A Selection

Selection Responsibility

Final responsibility for materials selection rests with the Library Director, who operates within the framework of the [mission](#), policies, goals, and objectives set by the Des Plaines Public Library's Board of Trustees. Under the guidance of the appropriate Department Heads, professional staff members have primary responsibility for their assigned areas of selection, including physical and e-materials, in all formats.

Selection Principles and Criteria

Materials selection is based on the judgment, expertise, and experience of librarians and designated professional library staff. Selectors are assigned subject categories according to their areas of expertise and interest, and consider limitations of budget and space as part of their process. Reviews in journals, publishers' catalogs, and other reliable sources are used to assist selectors in making decisions that will meet the diverse needs and interests of the public, and represent various points of view. Availability of the same or similar materials in the library's consortium or via interlibrary loan is also a considering factor for materials selection.

General criteria for selection

- Accuracy of information
- Authority of the author
- Availability of same or similar materials in the library's consortium
- Community interests and requests
- Cost
- Long-term value to the collection
- Practicality in a library setting
- Readability, organization of materials
- Relationship to other materials in the collection
- Subject matter and scope
- Suitable physical format - size, print, paper, binding
- Timeliness and popular demand

Our collections are focused on general interest, and do not aim to serve upper level academic or professional work. Patron requests will be considered using the criteria outlined above.

Adult Services Material

The Adult collection includes some smaller collections including, but not limited to, Reference, World Languages, Literacy, and Language Center that may have slightly different selection and deselection standards based on their specific audience's needs.

Fiction

The fiction collection offers a wide selection of genres, subjects, and styles. A core collection of standard works is maintained. More than any other print collection, this area responds to current popular demand and interests. Favorable reviews are not always a determining factor if the item is written by a popular author or has received much publicity. Multiple copies are purchased where interest is great. Digital collections augment this area.

Nonfiction

The nonfiction collection includes popular, current titles, and to maintain depth, older books by important authors or on major topics of interest. Materials are selected in conjunction with the needs and interests of the community. Online resources augment this collection.

Audiovisual and Non-print Materials

Audiovisual and non-print materials, including the Library of Things, will be selected in keeping with community needs and patron demand.

Digital Materials

Where this content is available, in demand, and otherwise consistent with established collection policies, we will collect digital copies of materials. The library also maintains digital collections of materials pertaining to people, geography, events, and institutions unique to, or of enduring interest to the community of Des Plaines, in the form of [Des Plaines Memory](#).

Online Resources

The library subscribes to online resources that provide easy access to current information at the library or through the library's website. These resources are subject to the same selection criteria as all other resources.

Periodicals

The periodicals collection functions as a popular browsing collection consisting of a wide range of print, online, and digital resources.

High School Material

The High School collection is selected for teens in ninth grade and up. As homework needs are being met by the library's nonfiction materials, this collection provides recreational reading for this age group. Multiple copies of local high school summer reading titles are purchased. There may be duplication between the high school, adult, and middle school collections.

Youth Services Material

Materials for the Youth Services collections are selected using the same criteria as all library materials. The goal of the Youth Services collection is to provide materials for different levels of child development, as well as provide enrichment and entertainment opportunities for all users, in order to encourage lifelong learning and library use.

In general, materials from birth through grade 6 will be included in the main Youth Services collections, with materials for grades 7 and 8 housed in the Middle School collection in Youth Services. For the purposes of our collections, materials will be selected for age ranges recommended from multiple avenues, including, but not limited to, recommendations from publishers, professional reviews, how other libraries classify the materials, and staff judgment.

Some materials reach a broad range of age-groups and therefore may be shelved in multiple locations, including within other collections in the library.

We strive to adapt our collections to the needs of our community, and as such, some collections within the Youth Services department will change and grow as the needs of our community change and grow. Some materials may be housed and used offsite in rotating collections to support the needs of the community.

Materials in Languages Spoken in the Community

The library strives to provide materials and access to services for community members whose native language is not English, in an effort to more greatly reflect our community. Materials in languages other than English will be considered as our community changes and grows, and as needs demand.

B Deselection

To ensure that the library collection is up to date and relevant to community needs, the selectors must, on a regular and frequent basis, re-evaluate the usefulness of the materials in the collection. This process is essential to identify physically deteriorated materials, areas where additional materials are needed,

editions that need to be updated, and areas where less material is needed. Periodically, the age, size, and differing formats of a collection area should also be assessed.

A systematic deselection of all materials considers the following criteria:

- Currency of the information
- Duplicates
- Importance for local history
- Lending statistics
- Physical condition

Professional judgment, tempered with experience and common sense, are essential when deselecting materials from the collections. With the ease of interlibrary loan, it may not be necessary, nor practical, for the library to have all titles in an area.

The process of assessing materials for deselection involves not only determining whether items from the collection should be removed or replaced, but also where items should be placed within the entire collection. Re-cataloging may be necessary to meet new rules or to place items in a more useful area for public access.

Library staff will review all items to be deselected.

Items that are deselected from the collection may be placed in the Friends of the Des Plaines Public Library used book sales, donated, or discarded.

C Replacement

Not all items lost or damaged will be replaced. Replacements will be considered using selection criteria.

D Gifts and Donations

See Gifts and Endowments Policy A-9.

E Resident Concerns About Library Materials

The Des Plaines Public Library offers a variety of materials, in a number of formats, representing differing points of view. Residents of Des Plaines may express concerns about specific materials, either informally, by sharing the concerns with a library staff member, or formally, by following the procedures outlined in the Concerns About Library Materials Policy A-4. The Library Board of Trustees will be notified of the removal of any materials due to patron concerns.

F Lending Practices

To ensure the availability of materials, the length of time materials are lent may differ. Reference material may not be checked out.

G Cataloging and Classification Practices

Cataloging and classification practices are critical to the management of the collection, as they provide the points of access to materials. Public Services departments may jointly determine the location of materials to ensure the best access for the public.

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