



# Collection Management Policy

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## **Purpose**

The St. Charles Public Library believes that the collection is a core library service that reflects patron wants, needs and aspirations for education, inspiration and entertainment. Collections are thoughtfully curated and available in multiple formats to facilitate accessibility and convenience, and sufficient materials and resources are available to meet community needs and expectations.

## **Principles**

The library adopts the American Library Association's Library Bill of Rights position statement, including the Freedom to View and Freedom to Read. These guiding documents protect the right of the individual to access information, even when the content may be controversial or unacceptable to others. Patron privacy and confidentiality are central to these patron-centric rights. Library staff are not responsible for supervising children's use of materials. This is left to the discretion of the child's parent or guardian.

The library is committed to resource sharing. We strive always to be a responsible borrower and lender and adhere to interlibrary loan codes and standard procedures. Membership in various library consortiums maximizes the prudent stewardship of taxpayer funds. In addition, these services enable access to the largest possible collections of materials at a local, state, and national level for our patrons. Consortia memberships include, but are not limited to, Reaching Across Illinois Library System (RAILS) and System Wide Automated Network (SWAN), and WorldShare Interlibrary Loan.

## **Scope**

The Board of Trustees of the St. Charles Public Library District delegates to the Director the overall responsibility of the development of the collections. Collections are built and maintained using a variety of professional methods and strive to serve the entire community, including all ages, socio-economic and cultural backgrounds, and educational needs. Collections are general in scope, and balanced in terms of subject coverage, point of view and interest level, thus representing an unbiased collection.

The library does not generally collect textbooks, workbooks, highly specialized or technical materials, or materials designed for one user/home use only. Materials significantly above the average price point of similar items in the collection are purchased at the discretion of the selector based on multiple factors including, but not limited to, local demand, uniqueness, and perceived lasting significance. Resources will not be excluded because of the origin, background, or views of those contributing to their creation.

Circulation and other collection data is collected and analyzed on an ongoing basis by professional library staff members using the ILS (integrated library system), as well as statistics from digital content providers, and library software tools. Library staff members collect feedback from our patrons and utilize community data from sources such as surveys, census data, and various avenues of customer interactions. Patron item requests and conversations directly inform the library's collection choices.

Reference collections of local history, local newspapers, and local government documents are maintained. Genealogy reference materials relating to the area are also collected. The library is not a government document depository and as documents become widely available online and are no longer produced in print, may choose to stop collecting selected paper government documents. Reference collections are not archival, and while basic preservation

measures are taken to ensure their usability and good repair, the library is neither a museum nor archive and cannot provide specialized care, preservation, or security.

The library collects materials primarily in English, as well as providing language instruction materials and resources for both English speakers learning foreign languages and non-English speakers learning English. To reflect the ethnic and cultural diversity of the community, a basic collection of materials in world languages has been established.

### **Selection**

The library staff is responsible for the selection of the materials for the collection. No employee, including the Director, may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written selection policy of the St. Charles Public Library.

Librarians, as selectors, undertake the selection of materials. Material selection criteria are informed by current events and local community interests; cultural and social trends; professional reviews; and staff professional knowledge and experience. Patron requests and recommendations are welcomed and are subject to the same selection criteria as other materials. Patron demand drives the addition of multiple copies of popular materials.

Librarians collect items in appropriate and available formats by adapting strategies that provide for the anticipated needs of patrons. Digital formats include electronic databases and resources. Digital curation takes into account the lifespan of the item, the product, and the product version to maintain currency, relevance, and sustainability.

Professional experience and judgment when selecting items includes considering item demand, publishing trends, cost, currency, availability through other libraries and duplication. Other considerations may include literary value, factual accuracy, reading and grade level, target audience, relation of the item to the existing collection, and item inclusion on standard library lists. Selectors are mindful to include diverse and sufficient materials to educate, inspire, and entertain the entire community.

### **Deselected Materials**

To maintain relevant collections and content in all formats, the library must continuously evaluate collections and deselect materials. Criteria for withdrawing items include, but are not limited to, declining interest, poor condition, space limitations, unnecessary duplication, obsolete format, inaccurate or outdated information. Special considerations are made for rare or out-of-print materials. Items will not be deselected because of partisan or doctrinal disapproval.

Deselected materials may be used by the Library for various purposes, given to the Friends of St. Charles Public Library, donated to other libraries, educational or non-profit organizations or discarded. The Library does not sell or give deselected materials directly to specific individuals upon request.

### **Gifts and Donations**

The library welcomes gifts and donations of materials or money for the purchase of items, equipment, or digital content for the library collections. The Library Foundation and Friends of St. Charles Public Library maintain established funds for monetary donations. Donations are tax-deductible. Material donations are subject to the library selection and deselection criteria.

**Reconsideration of Library Materials**

It is the policy of the State of Illinois to encourage and protect the freedom of libraries to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials (75 ILCS 10/1). As such, the Library does not acknowledge censorship attempts based on controversial subject matter included in materials owned by the Library. Possession of materials within the Library collection does not represent an endorsement of the content, rather it exists to fully represent reading choices of taxpayers living within the boundaries of the St. Charles Public Library District.

Any community member living within the St. Charles Public Library District boundaries has the right to request reconsideration of materials in the library's collection. A Request for Reconsideration of Library Materials Form is available to community members online and in person and may be submitted to the Library Director. If the patron feels that their recommendation has been answered unsatisfactorily, they may appeal to the Board of Trustees. The Board's decision is final. Requests for Reconsideration for Library Resources will be accepted once every five years per title unless the content has undergone major revisions.

Approved by Board: 11/14/18

Revised: 8/2025



# Request for Reconsideration of Library Materials

The Library Director will respond in writing to requests made by St. Charles Library District residents.

Patron Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ OR Email: \_\_\_\_\_

Do you represent:

( ) Yourself ( ) An organization: \_\_\_\_\_ ( ) Other group: \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Film \_\_\_\_\_ Display \_\_\_\_\_ Magazine \_\_\_\_\_ Audio Recording

\_\_\_\_\_ Newspaper \_\_\_\_\_ Digital material \_\_\_\_\_ Other: \_\_\_\_\_

Title: \_\_\_\_\_ Author/Producer: \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_

3. Have you examined/read the entire resource? \_\_\_\_\_

4. What concerns you about the resource? (use other side or additional pages if necessary, please be specific) \_\_\_\_\_

5. For what age group would you recommend this work? \_\_\_\_\_

6. Are you aware of judgments of this work by literary critics? \_\_\_\_\_

7. What would you like the St. Charles Public Library to do about this work?

Explain: \_\_\_\_\_

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

9. Patron Signature: \_\_\_\_\_

Staff Member accepting form: \_\_\_\_\_