

Collection Development Policy

Approved 12/16/2015

Revised 4/21/2021

Carol Stream Public Library Mission Statement:

The Carol Stream Public Library provides the community with exceptional services, enrichment opportunities, and diverse resources in a welcoming environment.

Statement of Purpose

This Collection Development Policy defines the standards and outlines the responsibility for material selection and deselection for the Carol Stream Public Library. Within these guidelines, selectors use their professional judgment to determine the materials which best meet the mission of the Library and the needs of its patrons.

Scope of the Collection

Library materials are primarily selected to develop a popular use collection. Additionally, the Library supplements local school curricula for preschool through adult learners. The collection reflects the variety of ages served as well as the racial, ethnic and cultural diversity of the community. An effort is made to represent various viewpoints. Presence of a resource does not indicate endorsement of its contents by the Library.

Responsibility for Collection Development and Maintenance

The Library Board adopts a Collection Development Policy, which is administered by the Library Director. The Director designates staff, who are qualified by reason of education, training and experience, to develop acquisition and collection maintenance procedures and to make selection and deselection decisions.

Selection Tools

Selection tools include, but are not limited to, reviews in accredited journals of librarianship as well as other reputable publications, the professional judgment of selectors and other resources.

Criteria for Inclusion in Collection

Some or all of the following criteria will be taken into account when considering material to add to the collection:

- Relevance to interests and needs of the community
- Current or anticipated demand
- Extent of publicity and critical review
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Suitability of format to Library circulation
- Date of publication
- Price, availability and Library materials budget

Consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

Criteria for Deselection

To maintain the best possible collection of materials, a continual deselection process takes place. Items are considered for deselection when they meet any of the following criteria:

- Outdated
- Lack of demand
- Poor physical condition
- Space limitations

Statement on Donated Materials

Materials donated to the Library for inclusion in the collection are evaluated based on established selection criteria. If added, they are subject to the same deselection criteria.

Carol Stream Authors Collection

The Library has established a Carol Stream Authors Collection to support local authors whose works may not yet meet all of the criteria of the collection.

Donated items will be considered for inclusion in this collection if the author/illustrator is a current resident of Carol Stream and upon review, the item is deemed acceptable in terms of binding, condition, accuracy, community standards, etc. Items will be retained or withdrawn in accordance with this policy and the Collection Development Guidelines.

Requests for Reconsideration

The Carol Stream Public Library fully endorses the *First Amendment to the U.S. Constitution*, the *Library Bill of Rights* and its interpretations, and the *Freedom to Read* and *Freedom to View Statements* of the American Library Association. Copies of these documents are available online.

Any Carol Stream resident has the right to question the inclusion or exclusion of any item in the Library's collection. Objection to any library material must be made in writing using the *Request for Reconsideration of Library Materials* form, available upon request.