

Collection Development Policy

Policy Overview

The purpose of the collection development policy is to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which meet the information needs and interests of the Jacksonville community. The collection development policy is periodically evaluated and revised as necessary.

Philosophy of Selection

The Jacksonville Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibilities for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others. The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or objectionable to others. The library supports intellectual freedom and provides an impartial environment for individuals to pursue their interests. The library affirms the American Library Association's [Freedom to Read Statement](#), [Library Bill of Rights](#), and [the Freedom to View Statement](#) in support of managing the collection.

Selection

The authority and responsibility for the selection of library materials are delegated to the library director and, under that person's direction, to additional staff members. No employee 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 policy required to be established pursuant to Illinois library law.

Reviews in professionally recognized periodicals are a primary source for materials selection. Book lists by recognized authorities, bestseller lists, and the advice of competent people in specific subject areas also may be used.

Scope of Collection

In accordance with the recommendations of *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the Jacksonville Public Library allocates not less than 8% of its operating budget for materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

Selection Criteria

Due to financial and physical limitations, the library is unable to have a comprehensive collection, and must be selective in developing the collection. All materials, whether purchased or donated, are

considered in terms of the criteria below. An item need not to meet all the criteria in order to be added to the collection.

- Relevance to the community's needs and interests
- Subject timeliness
- Reputation and qualifications of the creator of the work
- Current or historical significance of the subject
- Published evaluations or reviews
- Local, state, or regional significance
- Contribution to diversity or breadth of the collection
- Receipt of, or nomination for, major awards or prizes
- Cost and levels of materials funding
- Sustainability of subject, style, or format
- Accuracy of the material
- Space constraints
- Physical quality of the material

Suggestions for Purchase

Suggestions from staff and patrons are encouraged and given serious consideration. All suggestions will be considered using the same criteria as all other materials and are not automatically purchased.

Gifts

The Jacksonville Public Library happily accepts donations of gently used books and DVDs. Library staff and Friends of the Library volunteers make all decisions on the use, housing and disposition of donations based on the library's selection criteria. The library reserves the right to refuse any donated materials. Donations not added to the collection may be sold at a book sale, given away, or discarded. The library does not accept magazines, encyclopedias, audio cassettes, textbooks, or VHS tapes.

Collection Maintenance

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.

Requests for Reconsideration of Library Materials

Requests for reconsideration of materials in the library collection may be made by library card holders, and shall be made in writing and given to the library director for a written response. If the requestor is not satisfied with the decision, they may submit a written appeal. Appeals are directed to the Board of Trustees for the final decision. The material will remain in the collection during the reconsideration process.

Approved by the Board of Trustees on 11/14/2022

Request for Reconsideration of Library Materials

Name _____

Address _____

Telephone _____ E-mail address _____

- Title of the material to be reconsidered

- Author/Producer/Artist

- What brought this material to your attention?

- Have you read, listened to, or viewed the entire work? If not, which sections have you reviewed?

- What are your concerns about the material? (Please be specific; cite pages or sections)

- For which audiences would this material be suitable?

- What would you like to see the library do about this material?

- Is there a resource you suggest to provide additional information and/or other viewpoints on this topic?

Signature _____ Date _____

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