



# Collection Development and Materials Selection Policy

## **Brimfield Public Library District Mission Statement**

The Brimfield Public Library District is committed to meeting the informational, educational, and recreational needs of the community through resources, programs, and services.

## **Material Selection and Collection Management**

The Mission Statement of the Brimfield Public Library District guides the selection and management of materials and resources in the Library's collection.

The Collection Development and Materials Selection Policy outlines the Library's approach to selecting, evaluating, enhancing, and maintaining the collection across all formats. In order to maintain full inclusivity for all residents of the District and library visitors, the Library is committed to ensuring the collection includes varying viewpoints, represents an array of cultures, and covers a depth of experiences. It is within the constraints of both budget and space that the Library provides a carefully selected collection of materials with an emphasis on quality, quantity, and depth to meet the informational, educational, and recreational needs of all ages.

In accordance with guidelines set forth in [Serving our Public: Standards for Illinois Public Libraries](#), Brimfield Public Library District will allocate no less than 8% of its operating budget on materials for patrons each year. Materials and resources will be selected in a variety of formats including, but not limited to, print, video, kits and games, sound recordings, and digital media.

Brimfield Public Library District supports the individual's right to access ideas and information representing multiple points of view. The Library selects, evaluates, and withdraws materials in accordance with the guidelines set forth by the American Library Association in its *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements.

## **Responsibility for Collection Development**

The Library Director is responsible for the selection of library materials. Authority for selection will be delegated to trained staff members. Library staff select, evaluate, and withdraw materials based upon their professional judgment, reputable resources, and their knowledge of the community's needs. 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 Law (75 ILCS 5/4-7.2).

## **Selection Criteria**

Brimfield Public Library District acquires and provides access to a wide range of materials in an array of formats.

Library staff use their professional judgement and expertise to make selection and replacement decisions. Sources for material selection include reviews from established reviewing media, retrospective guides and bibliographies, publisher/vendor catalogs, patron and staff requests

and suggestions, school reading lists, and attention from critics and media outlets. The selection of an item in the collection does not constitute an endorsement of its content by the Library or any individual member of the Board or staff.

While a single standard cannot be applied to each item or source, the following general criteria are considered when selecting materials for purchase:

- Broad appeal to the community
- Popularity of the author or performer
- Representation of inclusive experiences and diverse viewpoints
- Accuracy of information and relation to existing holdings
- Authority of the author or publisher
- Representation of a balanced point of view
- Relevance or timeliness
- Specific local interest, including local history
- Availability of the material from other libraries or sources
- Suitability/durability of the format
- Support of school curricula or library programs and initiatives
- Space and ease of access
- Cost
- Compliance with Federal and State laws

### **Gifts and Donations**

Gifts to the collection may be made in the form of money or actual materials. The same standards are used in accepting material gifts as are used in purchasing materials. Further guidelines for material and monetary donations are outlined in the Library's Gifts Policy.

Acceptance of donated items does not guarantee the items will be added to the Library's collection. If the Library is unable to catalog or use donated materials, they may be passed to other libraries or organizations, offered to the general public, or otherwise disposed of in a way that benefits the Library.

### **Local History Collection**

Brimfield Public Library District attempts, within the limits of budget and space, to develop and maintain a relevant collection of primary and secondary sources that document the history of the Village of Brimfield and the surrounding areas. Guidelines for development, evaluation, and maintenance of the Local History Collection are outlined in the Local History Collection Policy.

### **Local Authors**

Local authors are defined as writers who currently reside or have spent a significant part of their lives in Brimfield or adjacent communities. Local authors wishing to have their books added to the Library collection may donate them. Library staff will evaluate materials based on selection criteria. Authors who do not wish to donate their title may complete the Recommend

a Title form on the Library's website; recommendations will be evaluated using the same criteria as other materials.

### **Retention of Materials**

To ensure the Brimfield Public Library District's collection is up-to-date and relevant to the community's needs, it is the responsibility of the materials selectors to reevaluate, on a regular basis, items previously added to the collection. The Library is not a repository; materials are removed from the collection through continuous review and withdrawal, or because of loss or physical damage.

While a single standard cannot be applied to each item, library staff use the following general criteria when materials are considered for withdrawal:

- Physical condition
- Outdated or inaccurate information
- Superseded editions or formats
- Diminished circulation
- Space limitations

### **Reconsideration of Materials**

Requests for reconsideration may be made only by registered patrons of the Brimfield Public Library District. If a patron wishes the Library to reconsider materials or resources the following steps will be taken:

- The patron must complete the Request for Reconsideration Form in its entirety and submit it to the Library Director. Completed forms may be returned to the Circulation Desk or emailed to [director@brimfieldlibrary.org](mailto:director@brimfieldlibrary.org).
- Library staff will review the item, the criteria used in selecting the item, its place in the collection, and the reasons for including the item in the collection.
- The patron will receive a written response from the Director. Until the examination is complete and a decision is reached no changes to the item's status will be made.
- If a patron is not satisfied with the Director's decision, they may make an appeal in writing to the Board of Trustees. Appeals may be emailed to [trustees@brimfieldlibrary.org](mailto:trustees@brimfieldlibrary.org) or submitted during the Public Comment portion of regularly scheduled Board meetings.

Brimfield Public Library District provides materials representing a wide range of views and expressions. All individuals have the freedom to choose which library materials they use. Responsibility for materials accessed by children or teens rests with their legal guardians; the library cannot deny access to library materials to a registered patron on the basis of age. While individuals may reject materials for themselves and for their children, they may not censor or restrict the freedom of others to choose what to read, hear, or view. Brimfield Public Library District is committed to supporting intellectual freedom and has adopted the American Library Association's *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements.

Approved by the Library Board of Trustees April 3, 2017  
Updated July 15, 2024



## Request for Reconsideration of Resources Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Request represents:

\_\_\_\_\_ Individual

\_\_\_\_\_ Organization (Please specify) \_\_\_\_\_

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Resource Type

\_\_\_\_\_ Audio Recording

\_\_\_\_\_ Magazine

\_\_\_\_\_ Book

\_\_\_\_\_ Newspaper

\_\_\_\_\_ Digital Information (Please specify)

\_\_\_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

Publisher/Distributor \_\_\_\_\_

Have you read or viewed the entire work? If not, what parts?

*See other side for additional questions.*

What brought this resource to your attention?

To what in the resource do you object? Please be specific: cite pages, sections, etc.

What do you believe is the theme of this work?

Have you read any reviews of this resource? If yes, please specify.

Do you think this resource would be more appropriate for a different age group? Please explain.

What would you like the library to do as a result of your request?

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Completed forms may be returned to the Brimfield Public Library District located at 111 South Galena Avenue Brimfield, IL 61517 or emailed to [director@brimfieldlibrary.org](mailto:director@brimfieldlibrary.org).*