

## **I. Collection Management**

### **A. Introduction**

RFPL uses its Collection Management Policy to develop, manage, and maintain a collection of materials to support RFPL's service goals as identified in the current strategic plan. The RFPL collection is a core library service that reflects patron wants, needs, and aspirations for inspiration, education and entertainment. It is the intention that RFPL collections reflect the diverse needs of the River Forest community.

Responsibility for this policy rests with the Board. The Board endorses the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements (See Appendix). The Board delegates responsibility for implementing this policy and managing RFPL's collection to the Director and staff.

### **B. Criteria for Selection**

1. Materials will be selected with an emphasis on:

- Community demand
- Relevance to the strategic plan

Additional factors for consideration include:

- Input gathered from critical reviews and standard selection sources
  - Currency of the material
  - Authority of the author or publisher
  - Shelf space
  - Price
  - Physical features and format
  - Availability of the same or similar material at neighboring libraries or through interlibrary loan.
2. An effort will be made to include materials representing multiple viewpoints. No material will be excluded based on the race, nationality, gender identity, religion, sexual orientation, or political or social views of the author.
3. Materials will not be excluded from the collection solely because the frankness of presentation may be objectionable to some or because the materials may not be suitable for all patrons. RFPL will not label items with content warnings but may label items to note collection and location. RFPL places no age restrictions on patron usage or borrowing. The responsibility for monitoring materials used by a minor rests with their parent or guardian.

4. Due to the quickly changing nature of technology, RFPL will focus on purchasing current formats of materials, with consideration for emerging formats. Collections of materials in outdated formats will not be actively developed and may be removed.
5. Due to budget and space constraints, RFPL cannot purchase all materials available or requested. RFPL participates in interlibrary loan in an effort to obtain materials for patrons that are not held within RFPL's collection.

### **C. Retention of Library Materials**

A current, attractive, and useful collection is maintained through the continual selection, replacement, and removal of materials. Materials in the collection are assessed on an ongoing basis. Materials may be removed from the collection due to a variety of factors, including but not limited to, deteriorated appearance, inaccurate or outdated information, space constraints, unneeded duplicates, disuse, obsolete format, or lack of interest.

Materials removed from the collection may be donated to local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.

### **D. Donations of Materials**

Donations of books and other materials may be accepted by RFPL as long as these items are given unconditionally and become the property of RFPL.

Donations of cash for Memorial/Honor books or other materials are accepted. Specific subject areas or titles may be suggested by donors. However, the final decision on specific materials acquired will reside with RFPL staff. Memorial/Honor materials will not be retained in perpetuity and will be subject to the same retention criteria as the general collection.

RFPL reserves the right to refuse to include a donated item in the collection and to donate or dispose of the item as RFPL management sees fit.

RFPL does not provide a donor with a value for their donation. RFPL, however, will issue to a donor a letter acknowledging their donation. The value of any donation and the tax deductibility of any such donation is for the donor to determine.

### **E. Reconsideration of Materials Policy**

In the event a patron questions the appropriateness of any materials, RFPL management is available to discuss concerns and to identify alternate materials. If concerns are not satisfied through a discussion with the appropriate Manager, the patron may request a formal reconsideration of such materials if the patron is a River Forest resident and holds a valid RFPL card.

The Board has adopted the following procedures for the formal reconsideration of materials.

1. The material in question will remain in the collection and available to patrons during the reconsideration process.

2. Staff will provide the patron with the Request for Reconsideration of Library Resources (“Request”) form along with a copy of RFPL’s Collection Management Policy.
3. When the Request form is completely filled out and returned to RFPL, the appropriate Manager, in consultation with the Director, will review the completed Request and the material.
4. The Manager will respond in writing to the patron. The letter will include a statement inviting the patron to RFPL to discuss the matter with the Manager and Director.
5. After a meeting with the Manager and Director, a patron desiring further action can make a request in writing for a hearing before the Board, which has final authority.
6. RFPL’s decision on the reconsideration of specific material will remain in effect for three years.

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