

Collection Development Policy

The Robert R. Jones Public Library connects people with information, ideas, and experiences to provide enjoyment, enrich lives, and strengthen community.

Responsibility for Collection Management

Selection and maintenance of the library collection is directly overseen by department management staff, as authorized by the library director. Material selection and collection maintenance is assigned to qualified library staff by department management staff.

Parameters of the Collection

The Robert R. Jones Public Library will make every attempt, within financial limits, to meet the needs of our community. The Library builds and maintains a diverse and balanced collection of quality materials, including items of temporary significance and permanent value. Because the Library serves the public, a wide range of ages, educational backgrounds and reading skills, materials of varying complexity are selected. All material format will be considered for selection

Materials

The Library's collection will include a selection of formats that will broadly appeal to a diverse population including print and non-print materials, digital collections, media formats, electronics, and other emerging formats.

Criteria for Selection, Replacement, and Withdrawal

Criteria for selection of materials:

1. Reviews in professional library journals, publisher's catalogs and websites, and other media sources
2. Current and historical significance
3. Professional judgment
4. Budgetary considerations
5. Credibility of the author and/or publisher
6. Timeliness of subject matter
7. Contributes to diversity or breadth of the collection
8. Affordability
9. Recommended reading and curriculum lists
10. Current and anticipated needs and interests of the public, including patron demand. Material Recommendation forms are available
11. Items requested via interlibrary loan
12. The library's circulating collection will generally not include textbooks, pop-up books, or self-published works unless of local interest

Weeding

Weeding is an important step keeping the collection relevant and accurate and facilitates more effective use of space.

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn, or replaced based on any combination of the following:

- Physical Condition
- Circulation of item
- Accuracy
- Copyright dates
- Quality of material
- Reading level of material
- Duplication of materials/availability of similar materials in the collection
- Demand
- Newer or revised editions have been acquired
- Original selection criteria not followed
- Availability at other local libraries
- Licensing
- Technical support
- In-print status
- Missing pieces
- Obsolete formats

The library will not withdraw an item because a patron wishes to purchase it. Withdrawn items in good condition are offered for free to our library patrons on a first come, first served basis.

Gifts

Gifts of materials are subject to the Robert R. Jones Public Library's Gift and Donation Procedure.

Provision for User Requests

The Robert R. Jones Public Library encourages input from the community concerning the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

Any material suggestions not purchased by the Robert R. Jones Public Library may be available through the library's membership in a regional consortium. Cardholders may request materials from other libraries within the consortium be sent to the Robert R. Jones Public Library on loan. Materials not available at the Robert R. Jones Public Library or through the library's regional consortium may be requested on interlibrary loan (ILL). Due to Illinois State Library policy, the Robert R. Jones Public Library can only request materials via ILL for Robert R. Jones cardholders. ILL requests may be subject to a loan fee.

Reconsideration of Materials

Reconsideration of materials is addressed by the Robert R. Jones Public Library's Challenge of Materials Policy.

Intellectual Freedom Statements

The Library adheres to the American Library Association's Freedom to Read Statement and Freedom to

Policy Revision

This policy will be reviewed by the Library Board of Trustees every two years pursuant to 75 ILCS 5/4-7.2, Selection and Use of Library Materials.