

Code	OPS-004	
Policy Title	Collection Development Policy	
Category	Operational & Facility Policies (OPS)	
Cross-Reference	GOV-006 Gift and Donation Policy	Page 19
	GOV-009 Library Bill of Rights	Page 26
	OPS-005 Complaints Policy	Page 44
	OPS-011 Freedom to Read Policy	Page 61
	OPS-016 Materials Selection Policy	Page 75
	OPS-024 Reference and Information Services Policy	Page 96
Appendix	Reconsideration of Material Form	
Date Adopted	April 2023	
Date Reviewed	January 2026	

Policy Statement

The Robert R. Jones Public Library connects people with information, ideas, and experiences to provide enjoyment, enrich lives, and strengthen community. The library supports intellectual freedom and affirms the right of individuals to access materials representing a wide range of viewpoints.

PROCEDURE

Responsibility for Collection Management

Selection and maintenance of the library collection is overseen by department management staff, as authorized by the Library Director. Materials selection and collection maintenance are carried out by qualified library staff in accordance with this policy.

Final authority for collection development rests with the Library Director, who operates within policies established by the Board of Trustees.

Parameters of the Collection

Within the limits of its budget, space, and staffing, the Robert R. Jones Public Library strives to meet the informational, educational, cultural, and recreational needs of the community. The library builds and maintains a diverse and balanced collection that includes materials of both temporary interest and lasting value.

Because the library serves a public of varied ages, educational backgrounds, interests, and reading abilities, materials of varying levels of complexity are selected. All formats may be considered for inclusion.

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

Material Recommendation forms are available for patrons to suggest purchases. Suggestions are evaluated using the same criteria as all other materials.

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. Materials will not be withdrawn solely because a patron or group disagrees with the content or wishes to purchase the item. Withdrawn items in good condition may be offered free to 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 Policy. Donated materials are evaluated using the same criteria as purchased materials.

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

Requests for reconsideration of library materials including challenges based on content, viewpoint, or appropriateness are governed by the library's Materials Selection Policy.

Materials will not be removed, restricted, or relocated solely because of partisan, doctrinal, moral, or personal objections.

Intellectual Freedom Statements

The Robert R. Jones Public Library endorses and upholds the principles of intellectual freedom as expressed in the American Library Association's:

- **Library Bill of Rights**
- **Freedom to Read Statement**