



## 1. Overview

### a. Purpose of Policy

The primary goal of the Lake Bluff Library's collection is to meet the diverse informational and recreational needs of the Lake Bluff community. To help meet that goal, a collection development policy is written to establish standards and frameworks to guide the ongoing maintenance and development of the Library collection. These standards and frameworks are intended to be useful for Library patrons, the Board of Trustees, and the Library staff. To ensure that the policy remains relevant, accurate and in accordance with 75 ILCS 16/30-60, the Board will review this policy at least every two years.

### b. Mission Statement

The mission of the Lake Bluff Library is to act as a vibrant community center that provides materials and services to enhance individual knowledge, offer personal enjoyment, expand technological resources, and facilitate civic interaction.

### c. Community Description

The Village of Lake Bluff, Illinois is a suburb approximately 30 miles north of Chicago. Lake Bluff has a population of approximately 5,700 residents. Lake Bluff is a small town that prides itself on being tightly knit, community-oriented, and service minded. The population is significantly above the national average in terms of average income and highest level of education. Both the percentage of retirees and the percentage of families with young children are also higher than the national average.

### d. Parameters of the Collection

The Library offers access to physical and digital materials. The existing collection includes physical materials for adults, teens, and children in a variety of genres and formats. The following physical formats are a part of the Library's collection:

- Books (including fiction, non-fiction, graphic novels, large print, biography)
- CDs (including music CDs and audiobooks)
- Periodicals (magazines and newspapers)
- Videos (including DVDs and Blu-rays)
- Video Games (in multiple formats)
- Book bags (circulating bags offered as a green alternative to plastic bags)

The following electronic formats or subscriptions are part of the Library's digital collection:

- eBooks
- eAudiobooks
- Streaming videos



- Downloadable magazines
- Downloadable music
- Reference databases
- Online learning tools
- Websites and relevant online materials

The Library participates in the Digital Library of Illinois consortium and shares access to digital titles. The Library is also purchases digital titles (eBooks, eAudiobooks, and streaming videos) for the exclusive use of Lake Bluff cardholders.

Because space in the Library building is limited, the physical collection is less retrospective and more reflective of current user needs and interests. Electronic materials are not constrained by physical space, and have the potential to address gaps in the Library's physical collection and also meet more niche interests.

## 2. Selection

The Library Board of Trustees approves the Collection Development Policy and the materials budget as proposed by the Library Director. The Library Director is responsible for the implementation of the Collection Development Policy and oversees the selection of materials. The Library Director is assisted by professional librarians and other staff who have been trained in accepted principles of materials selection. 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 this policy (75 ILCS 16/30-60).

Staff who oversee collection development are responsible for reviewing, evaluating, and selecting materials for their assigned collections. This includes the addition of new titles, as well as the replacement of damaged or missing items. Materials are selected and evaluated based on the following criteria:

- Relevance to the educational, recreational, and informational interests and needs of the community
- Current or potential demand
- Local significance of the subject or author
- Cost of the item and funds remaining in the collection budget
- Availability of item for purchase
- Reputation of the author, publisher, or producer
- Suitability of format for Library circulation and use
- Space considerations

Staff who oversee collection development use a variety of selection tools to evaluate materials for purchase, including professional review journals and reputable online sources. Although the reputation of the author, publisher, or producer is considered as part of the selection process,



this does not preclude the Library from acquiring self-published or independently published titles, particularly if the title happens to be of local interest or significance.

Materials for children and teenagers are subject to the same selection criteria, but have the additional goal of providing materials appropriate for a range of ages, learning styles, and developmental phases.

### 3. Patron Requests

Patrons may request that the Library purchase specific titles for the collection. Such requests are subject to the same selection criteria as other Library materials and are forwarded to the appropriate collection manager for review. Some purchase requests may be filled through Interlibrary Loan as appropriate.

### 4. Gifts

The Library may accept restricted monetary donations for the purchase of items in a specific subject area or a specific title. Such donations are subject to the same selection criteria.

Monetary gifts are acknowledged with a letter from the Library Director on behalf of the Board of Library Trustees. The letter will acknowledge that the specific gift or donation was given to a non-profit institution and that no goods or services were given in exchange for the gift. The Library does not provide valuations of gifts or donations for tax deduction or other purposes.

### 5. Collection Maintenance

In order to ensure the continuing relevance and overall quality of the collection, withdrawal or de-selection is conducted on an ongoing basis throughout the year. Collection managers are responsible for identifying materials to be withdrawn from the collection. Items are weeded and removed based on the following criteria:

- Circulation statistics, including the last time the item circulated and overall frequency of use
- Space considerations
- Relevance to existing community interests and needs
- Poor condition or damage that impacts, or may prevent, usage
- Obsolete, inaccurate, or misleading information
- Availability of new editions or updated titles
- Duplicate copies of titles with less demand
- Availability through Interlibrary Loan
- Subject coverage in the collection

Withdrawn materials are discarded depending on their condition, as well as any applicable laws. Discarded materials may be sold as part of the Library's ongoing book sale, donated to another



nonprofit or sent to a used book retailer. Items of local historical interest may be given to the Lake Bluff History Museum.

## 6. Intellectual Freedom

The Library's collection is a community resource. It was created and developed to meet the unique needs of the Lake Bluff community. In order for the Library collection to thrive, its materials must be freely accessible to all members of the community. Upholding intellectual freedom in the Library collection is essential to this mission.

The Library affirms and upholds the principles established in the Freedom to Read and Freedom to View statements and the American Library Association's Library Bill of Rights, which indicates that materials should not be proscribed or removed because of partisan or doctrinal removal. Pursuant to 75 ILCS 10/ Illinois Library System Act 23 Ill. Adm. Code 3035, the Lake Bluff Public Library has the freedom to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. The selection of materials cannot be restricted because of the possibility that someone may find a title or topic objectionable. Similarly, an individual's right to access the materials in the Library collection cannot be restricted or revoked because of another person's definition of suitability.

An individual or group may question the inclusion of a particular item in the collection or its availability to Library patrons. The Library welcomes the opportunity to address concerns and encourages open dialogue on such matters. However, the Library is opposed to the removal or censorship of materials that meet the selection criteria for the collection as well as coercion to add or purchase items that do not meet selection criteria.

The Library's Youth Services staff is always happy to help parents, children, and teenagers find materials that are suitable for particular reading levels or developmental stages. However, neither the Library nor the Youth Services staff is responsible for monitoring or policing the use of materials by children or teenagers. Parents and caregivers are responsible for enforcing any rules in regard to the checkout of materials.

Individuals or groups with concerns about a particular title in the Library collection may fill out a request for reconsideration form, which is available at the Library and on the website. This process is further addressed in the Library's policy manual, MNG-5 Reconsideration of Library Materials.