

COLLECTION MANAGEMENT POLICY

POLICY:

A collection management policy is intended to support the vision, mission, and strategic plan of the Park Ridge Public Library. The Library Board of Trustees endorses the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements (see Appendix).

RULES:

1. The Library Director operates under the authority of the policies adopted by the Library Board of Trustees. The Library Director is responsible for making recommendations to the Library Board of Trustees concerning updating the Collection Management Policy, through the Library Resources Committee, every 2 years as per [75 ILCS 5/4-7.2](#).
2. The Library Director in consultation with professional staff shall develop and implement the selection process using the criteria listed below.
 - community demand
 - published peer reviews
 - authority and accuracy of content
 - availability from reliable library vendors and distributors
 - existing library resources in the subject area
 - ownership and demand at nearby public libraries
 - media and critical attention
 - space
 - cost
 - physical durability of the item

All criteria need not be met for acquisition and can vary based on individual titles, formats, languages, and age levels.

3. The Library recognizes its obligation to protect the expression of diverse ideas and also its responsibility to provide a balanced presentation of issues in its collection. The acquisition of an item does not indicate the Library's endorsement of the ideas or institutional approval of language or actions contained therein.
4. The Library will comply with current laws regarding obscenity. The Library Board of Trustees believes that the responsibility for monitoring materials used by a minor rests with their parent or guardian. The Library shall not censor the reading materials of its patrons.
5. The Library collection shall include a variety of print, non-print, and digital materials and special equipment. Collection Management Guidelines have been established for all library collections.
6. The Library is guided by a sense of responsibility to the past, present and the future of the Community and therefore adds materials which will enhance the collection while attempting to preserve an intellectual balance. The Library also accepts as its responsibility the selection of materials that will add intellectual enlightenment and recreational reading pleasure.

7. Due to budget and space constraints, the Library cannot purchase all materials available or requested. The Library is a member of the Cooperative Computer Services (CCS) consortium and lends and borrows materials from participating local libraries and institutions in order to best serve the needs of its users. The Library is also a member of the Online Computer Library Center (OCLC) and has the ability to lend and borrow materials from member libraries across the United States.
8. Purchase suggestions from patrons are welcomed and considered using the selection criteria above. If an item suggested by a Park Ridge Public Library cardholder is not purchased, staff will attempt to obtain the item through interlibrary loan whenever possible.
9. An attractive, current, and useful collection shall be maintained through a continual discarding of materials. 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, obsolete format or lack of circulation. Materials removed from the collection may be donated to Friends of the Park Ridge Library, local non-profit groups, sent to book recycling/selling organizations, or discarded at the discretion of the Director.
10. Each department is responsible for conducting on-going reevaluation of its collections according to departmental guidelines developed for that purpose. It is the goal of the Library to complete a general reevaluation of every collection in 2 year cycles.
11. Material formats will be evaluated based on the following criteria: use, availability, ability to replace, currency and availability of supporting equipment, space requirements.

Revised April 19, 2022
Revised May 18, 2010
Approved October 9, 1979

REQUEST FOR REVIEW OF ITEM IN LIBRARY COLLECTION

POLICY:

It is the policy of the Library to reconsider any item selected for the Library collection at the formal request of a patron.

RULES:

1. A Request for Review of Item in the Library Collection form must be filled out by a patron wishing such action. Patrons requesting review of an item must reside in Park Ridge.
2. The item in question will be reviewed by the Library Director, in conjunction with a Selection Review Committee composed of Library staff, appointed by the Library Director.
3. The Library Director shall inform the patron requesting the review of the Committee's decision by letter.
4. A copy of the letter sent to the patron as well as the Request for Review of Item in the Library Collection form shall be given to the Library Board of Trustees for informational purposes.
5. The decision of the Selection Review Committee may be appealed to the Library Board of Trustees by the patron.

Revised April 19, 2022
Revised May 15, 2007
Approved October 9, 1979



Park Ridge Public Library

PARK RIDGE PUBLIC LIBRARY REQUEST FOR REVIEW OF ITEM IN THE LIBRARY COLLECTION

REQUEST MADE BY:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Email: _____

TITLE: _____ AUTHOR: _____

1. What do you object to in the work? Specify portion (page numbers) of the work you find objectionable.

2. What do you feel might be the result of reading/viewing/listening to/using this work?

3. Did you read/view/listen to/use the entire work? YES NO

If not, which parts?

4. What do you believe is the theme of this work?

5. Do you think the work mentioned had any good points? If so, please list.

6. For what age group would you recommend this work?

7. Are you aware of the judgment of this work by literary critics?

If yes, please identify source.

8. What would you like the Library to do about this work?

Make it available only to the following:

Withdraw it from the collection of the Library

Re-examine it for value

9. In its place, what work of equal or superior quality would you recommend that would convey as valuable a picture and perspective of the subject?

COMMENTS:

Signature _____ Date _____

Park Ridge Public Library, 20 S. Prospect, Park Ridge, IL 60068-4188, (847) 825-3123

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