

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).

The Library recognizes its obligation to protect the expression of diverse ideas and its responsibility to provide a balanced presentation of issues in its collection. The Library does not promote all of the ideas found in its collections, but it provides free access to those ideas so that individuals can form their own opinions. The Library shall not censor the materials of its patrons.

RULES:

1. Ultimate responsibility for the Library's collection resides with the Library Director and the Library Board of Trustees and is delegated to professional librarians who hold a master's degree in library science (or equivalent) from an American Library Association accredited institution. Professional staff utilize their training, experience, and professional knowledge in the selection of library materials. Pursuant to 75 ILCS 5/4-7.2, 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 written policy.
2. Allocation of the materials budget and the number of items in the collection will be determined by indicators of use, average cost per item, and objectives for development of the collection.
3. The Library collection includes a variety of print, non-print, digital materials, electronic databases, and special equipment. Material formats are evaluated based on the following criteria:
 - usage
 - availability
 - timeliness
 - space requirements
4. Professional staff will select and determine an item's placement in the Library's collection. Criteria for selection and placement include, but are not limited to:
 - timeliness
 - community interests and needs
 - reviews in reputable journals or authoritative sources
 - 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
5. The Library is committed to sharing at the local, state, and national levels as demonstrated by our membership and participate in Reaching Across Illinois Libraries (RAILS), Cooperative Computer Services (CCS), Find More Illinois, the Illinois Library and Information Network (ILLINET), and WorldShare Interlibrary Loan.
 6. Hold lists are monitored to meet patron demand. Additional copies may be purchased as the budget allows.
 7. Purchase suggestions from Park Ridge Public Library cardholders will be considered using the selection criteria above. If a suggested item is not purchased, staff will attempt to obtain the item through interlibrary loan.
 8. 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 information
 - space constraints
 - unneeded duplicates
 - obsolete format
 - lack of circulation
 9. Materials removed from the collection may be donated to the Friends of the Park Ridge Public Library, local non-profit groups, sent to book recycling/selling organizations or discarded.
 10. Each department is responsible for conducting an on-going reevaluation of its collections according to Collection Management Guidelines, which have developed by professional staff. It is the goal of the Library to complete a general reevaluation its collections in 2-year cycles.
 11. 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 pursuant to [75 ILCS 5/4-7.2](#).

Revised May 21, 2024
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 in its entirety 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 email. If no email address is provided, the decision letter will be sent certified mail via USPS.
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 provided to the Library Board of Trustees for informational purposes. Personal identifiable information will be redacted from documentation provided to the Board.
5. The decision of the Library Director may be appealed, in writing, to the Library Board of Trustees. The appeal must be submitted within five business days of receiving the decision. Appeals to the Library Board of Trustees should be emailed to libraryboard@parkridgelibrary.org or mailed to the Library's Business Office, 20 S. Prospect, Park Ridge, IL, 60068. Appeals may also be hand delivered to the Library's Business Office on the second floor. The Board will review the appeal as soon as is practicable. The Board's decision regarding the appeal is final.
6. If no appeal is filed, the Library Director's decision is final.
7. No further requests for review for that specific material or resource will be considered for a period of 2 years from the date of the final decision.
8. All documentation associated with the review process, with the exception of personal identifiable information, is subject to the Freedom of Information Act, [5 ILCS 140.](#)

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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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