

White Oak Library District Collection Development Policy

The White Oak Library District offers a collection of library materials and information resources in keeping with its mission and values. The Board of Trustees has a strong commitment to support the acquisition and maintenance of a balanced library collection. In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the White Oak Library District will allocate not less than 12% of its operating budget to acquire new materials each fiscal year.

Collection Objectives

The collection will be selected and maintained to enable each individual to choose materials and information according to his or her own free choice. The collection as a whole will be a diverse source of information representing as many viewpoints as possible. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of our District residents.

Electronic delivery, resource sharing with other libraries, and other methods of information access are used by our libraries to meet patron needs and extend our limited resources.

The White Oak Library District neither encourages nor discourages any particular viewpoint. Selection of materials does not mean endorsement of the contents or the views expressed in those materials. Material will not be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of either the author or the material.

Access

The Board believes reading, listening, and viewing choices are individual, private matters. People are free to select or reject materials for themselves and their own minor children but are not to infringe upon the freedom of others to read or inquire.

The White Oak Library District does not stand in place of the parent (in loco parentis). Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children and adolescents.

The collection will be organized and maintained to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled because of controversy about the author or the subject matter.

The Board considers materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Illinois State

Constitution. If someone claims that a particular item is not constitutionally protected, the burden of proof rests with that person.

If a court having jurisdiction over the District decides that any material in the collection is not protected by these constitutions, such material will be removed immediately. Material under court consideration will remain available until a court ruling is made.

Selection

The ultimate responsibility for selection of materials lies with the White Oak Library District Director, who may authorize qualified staff to assist. Criteria to be considered in adding specific materials, including gifts, to the collection include, but are not limited to:

- collection objectives
- existing subject coverage
- public interest
- community relevance
- patron requests
- timeliness of topic
- audience for material
- current or historical significance of author or subject
- support for lifelong learning
- diversity of viewpoint
- effective expression
- creativity
- imagination
- reading, listening, or viewing enjoyment
- popularity
- nature of media
- quality of production
- durability of format

Items selected must meet one or more of these criteria. Conversely, meeting one or more of these criteria does not automatically qualify an item for selection. The District strongly encourages patrons to suggest items, topics or authors they would like to see included in our collections. Requests may also be met through resource sharing with other libraries, electronic delivery, or other means.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including best seller lists, and the advice of professionals versed in specific subject areas also will be used.

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed.

Electronic resources, including subscription databases and links to web sites, are provided through the District web site to increase the depth and breadth of our collections. Some links may be available only within a library building or only to District residents and may require a library card for access. The District is not required to establish or maintain any particular web link.

Criteria used to select web site links shall include, but not be limited to those that:

- are useful sources of current, consistently maintained information
- are created by credible authors/producers
- are well-organized and easily navigable
- complement the District's physical collections

Collection Review

The Library Board recognizes the right of individuals or groups to question materials in the collection. Such questions may be stated in writing on the Request for Materials Reconsideration form. The District administration will give serious consideration to each opinion so expressed. Material under reconsideration will remain available to patrons until a decision is made. The Director will make a final decision as to whether the material was appropriately selected and made accessible under this policy, and reply to the individual or groups in writing as soon as is practical.

Withdrawing Materials

The White Oak Library District is not a library of historical record. To ensure a vital collection of continuing value to the communities we serve, except in the area of local history, materials that are not well used may be withdrawn.

The Board recognizes that discarding materials is an important part of maintaining the library in order to keep the collections fresh and free of outdated, factually incorrect, and overly worn/damaged materials. The final decision to withdraw materials from the collections is a responsibility of the Director, who may authorize qualified staff to assist. When withdrawing and discarding materials the District shall consider the same criteria as those used for selecting materials, as well as physical condition. Materials will not be removed because of controversy. Replacement of materials will be based on collection objectives.

Whenever possible and advisable, the District will attempt to give discarded materials to other area libraries first. Remaining discards in good condition will be donated to the Friends of the Library. As a last resort, unwanted discards will be recycled.