

# **OAK LAWN PUBLIC LIBRARY**

## **BOARD POLICY**

### **COLLECTION MANAGEMENT**

#### **MISSION STATEMENT**

The Oak Lawn Public Library serves as a cornerstone for the residents of the Village of Oak Lawn, providing access to information, technology, and services that engage, enrich, and strengthen the community.

#### **LIBRARY BILL OF RIGHTS**

The Board of Trustees of the Oak Lawn Public Library reaffirms its endorsement of the ALA Library Bill of Rights appended to this policy (see BP 1.2B)

#### **FREEDOM TO READ AND VIEW**

The Board of Trustees of the Oak Lawn Public Library reaffirms its adoption of the ALA Freedom to Read (see BP 1.2C) and Freedom to View (see BP 1.2D) statements appended to this policy.

#### **COLLECTION OBJECTIVE**

The Library is responsible for providing materials to patrons of all ages, backgrounds, and opinions. The Library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats, and to serve a wide variety of needs:

- To enhance humanity and the enjoyment of life according to the full exercise of free choice
- To assist in developing the skills and abilities needed for economic success
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community
- To encourage and enhance personal, artistic, and intellectual growth
- To educate, inform, and entertain
- To promote the joy and fun of reading

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean the Library endorses the contents or the views expressed in those materials. In accordance with the ALA's Library Bill of Rights, materials on controversial subjects or issues, even if presented in an extreme or sensational manner, will be considered for acquisition.

#### **SELECTION**

The Library Board recognizes that Library resources are not unlimited. Selection of materials must be consistent with budget allocations as well as physical space constraints. Resource sharing with other libraries, as well as electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

The responsibility of the collection rests with the Director as authorized by the Library Board. Direct

selection of library materials is performed by staff members qualified for this duty by education, training, interest, and job classification.

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The Library Board recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

## METHOD

Selection staff review a multitude of resources when cultivating the Library's collection. Some of these resources include but are not limited to:

- Professional librarian journals, websites, memberships, networking groups, and conferences
- Literary journals, periodicals, and lists
- Commercial publications and reviews
- National and regional bestseller lists
- Vendor publication/availability lists
- Resident cardholder suggestions/requests

## WITHDRAWALS

Library materials are continuously assessed for their condition, accuracy, currency, and performance within the context of the total Library collection, as well as for their continuing relevance to library users. The withdrawal of materials is a formal process conducted by knowledgeable staff as a necessary method to maintain collection vitality, size, and scope.

## GIFTS

Monetary gifts designated for the purchase of materials are allocated in specific subject areas, genres, or formats, based on the donor's request. In the absence of specific requests, the Director shall select where donated funds shall be allocated. Memorial gifts are identified by a bookplate.

Gift or memorial items are subject to the same selection and withdrawal criteria used for purchased materials.

## RECONSIDERATION

The Library Board recognizes the right of individuals to question the inclusion of materials in the Library collection. The Library will give serious consideration to each resident cardholder's opinion. The process for reconsideration is as follows:

1. Bring concerns regarding specific items to the attention of the appropriate Department Head for

an informal discussion. If concern is not satisfactorily resolved, then;

2. Complete the Reconsideration Form (see BP1.2A) to be submitted to the Director. It is the responsibility of the Director to:
  - a. Notify the Board of Trustees
  - b. Appoint an ad hoc committee of librarians to review the material (who will return a recommendation to the Director)
  - c. Notify both the complainant and the Board of an executive decision
  - d. Notify the complainant of their right to bring the matter in front of the Board if, following notification from the Director, the concern is still not satisfactorily resolved, then;
3. The complainant can request to be added to the next regularly scheduled Board Meeting agenda to directly address the Board. Once on the agenda, the Board shall review the material in question and base their decision on the criteria outlined in the Collection Management Policy. The complainant shall receive written notice of action taken by the Board.

The Board will only review complaints on individual items/titles once in a rolling 12-month period.

Reconsideration is limited to one item/title per request. Reconsideration Request Form submissions are limited to three (3) requests in a rolling 12-month period per resident cardholder and/or organization.

Adopted: 09/10/1985

Revised: 10/16/2012, 10/20/2015, 10/20/2020, 10/17/2023