

WOODRIDGE PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY

Introduction

It is the goal of the Woodridge Public Library to meet the informational, education, cultural, inspirational, and recreational needs of the residents of Woodridge. It is in the public interest for the Library to make available a wide diversity of materials in various formats. An effort is made to include materials representing all sides of controversial issues so that informed decisions can be made by the public.

The responsibility for the policy governing the management of the Library's collections rests with the Board of Trustees. The Board of Trustees of the Woodridge Public Library endorses the American Library Association's *Library Bill of the Rights* and the *Freedom to Read* and *Freedom to View* Statements. (See Appendix.) Responsibility for managing the collections (including selection and withdrawal) is delegated to the Library Administrator and her/his designees.

Purpose

The purpose of the Collection Management Policy of the Woodridge Public Library is to guide the Library staff in their assigned areas of collection management and to inform the public of the principles which govern the management of the Library's collections.

Criteria for Selection

1. Materials are selected to fulfill the four roles established by the Woodridge Public Library Board of Trustees. These roles are: Educational Support Center, Popular Materials Center, Preschoolers' Door to Learning, and Reference Library.

The following criteria serve as guidelines:

- a. Literary quality
 - b. Popular demand
 - c. Value of information
 - d. Current or historical interest
 - e. Input gathered from critical reviews and standard selection sources
 - f. Relevance to community interests and needs
2. Selection of materials is made on the basis of the values and interests of all the people in the community. No material will be excluded because of the race, nationality, religion, sexual orientation, or political or social views of the author.
 3. No titles are excluded from the collection solely because the frankness of presentation might be offensive to some nor because the material might not be suitable for all levels. High

interest materials of questionable long term value are included in the collection and may be withdrawn once they have served their purpose. Literary merit is not a necessary criterion for high interest materials.

4. The Library selects appropriate material for each age group. Special collections serve the needs and interests of children of preschool, elementary and junior high age. There are no age restrictions on the borrowing of library materials. Selection of materials for the adult collection will not be limited by the fact that this collection is widely used by both high school and junior high students, and, increasingly, by elementary school students. The responsibility for monitoring library material used by minors rests with the parent or guardian.
5. When available, materials which contain a significant amount of information about Woodridge or are written by a resident of the Village of Woodridge will be acquired.

Disposition of Library Materials

The collections of the Woodridge Public Library are evaluated in an ongoing process in order to find areas that need strengthening as well as to identify materials that should be withdrawn because they are dated, unused, in poor condition, obsolete formats, or duplicate copies no longer being requested. These materials may be discarded, sold by the Friends of the Library, or given to other local not-for-profit organizations.

Challenge to Materials

1. The Board of Trustees believes that censorship is an individual matter and declares that while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others.
2. Patrons with complaints concerning specific library materials will be referred to the Head of the Adult or Children's Department, depending on the classification of the material. It is the responsibility of the department head to discuss the complaint with the patron and attempt to clarify questions regarding the material. The patron will be provided with a copy of the *Collection Management Policy* of the Woodridge Public Library.
3. If the patron decides to pursue the complaint, he/she will complete a copy of the "Request for Reconsideration of Library Materials" (see Appendix IV) and return it to the Department Head. Upon receipt, the Department Head will review the form and make an appointment with the patron for a second consultation regarding the material. Should the consultation not rectify the problem, the patron will be referred to the Library Administrator. The appropriate Department Head will be asked to attend. In the event that the patron wants to further pursue the complaint, the Library Administrator will bring the matter to the attention of the Library Board of Trustees for their consideration.

Donations and Gifts

1. Gifts of books and other materials will be accepted by the Library with the understanding that these articles are given unconditionally and become the property of the Library. The

Library reserves the right to add the item to its collection, donate it to another institution or dispose of it in any other manner.

2. Donations of cash for memorials or for other special occasions are accepted under the Honor Bound program. Specific subject areas may be suggested by donors for these materials, but selection of specific titles will be made by library staff in accordance with this policy. Commemorative gifts are acknowledged by a bookplate whenever possible.
3. Gifts of money, real property, and stocks and bonds are encouraged and are most useful to the Library in an unrestricted form. Any restrictions or conditions attached to such gifts must fall within the Library's mission, roles, long range plan, and policies and be acceptable to the Board of Trustees.
4. Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts and similar materials are generally not accepted as gifts by the Library. Under certain circumstances the Library may accept such a gift if all conditions are approved by the Board of Trustees.
5. The Library will not accept any materials which are not outright gifts, nor will the Library accept any materials that attach the condition of periodic or permanent display.
6. No valuations or appraisals will be made by the library staff on any potential or actual gifts to the library.

Review of Policy

The Board of Trustees reviews the Collection Management Policy biennially.

Approved by the Board of Trustees
May 17, 1995; amended October 15, 2008