



COLLECTION DEVELOPMENT POLICY

POLICY STATEMENT:

The Rock Island Public Library offers a collection of materials in a variety of formats, curated to meet the needs of the public and represent our community.

PROCEDURES:

The Library Director sets the collection development budget and delegates materials selection to the appropriate library staff.

Selection of materials is influenced by:

- Reviews in professional journals, publishers' catalogs, and websites, and other media sources.
- Current and historical significance.
- Professional judgment.
- Budgetary considerations.
- Credibility of the author and/or publisher.
- Timeliness of subject matter.
- Patron demand - Purchase Request Forms are available.
- Current service area census data.
- Collection audit data and local demographics.

The library uses the C.R.E.W. (Continuous Review Evaluation Weeding) Method for discarding items from the collection. Weeding of materials is influenced by:

- Accuracy of information
- Condition
- Relevancy
- Circulation statistics for the item

Interlibrary loan (ILL) is not a substitute for the collection, but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. All ILL requests for recent material are considered for purchase.

Donated materials will be reviewed by the selector, who will determine if the materials will be added to the collection, placed in the library book sale, or discarded. * See *Donation Policy for more information.*

REGULATIONS:

- The library does not limit children to use of the children's collection. Therefore, a child's parent or guardian, not the library, must be responsible for the materials chosen by the child.

- The library generally does not purchase items of a promotional nature, such as those advertised in infomercials.
- The library gives preference to titles vetted in the editing and publishing industry.
- Requests for reconsideration may only be made by Rock Island Public Library patrons. The Library Director shall give a written response. The Director may take appeals to the Library Board for resolution. * *See Statement of Concern about Library Resources policy.*
- 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 this Collection Development Policy.
- The library will accept published works by local authors. See Appendix B for more local author guidelines.
- The library will do a formal “collection audit” with a third party every three years, budget permitting. Results will be used to formulate a collection development plan.

GUIDELINES:

- The Rock Island Public Library catalogers use the Dewey Decimal Classification System and Library of Congress subject headings to place materials in the proper subject area and shelving categories.
- Inventory shall be taken at least once every five years. Inventory of each collection may be done as an ongoing part of collection maintenance, or as a separate function. This will be determined by the selector or his/her immediate supervisor.
- The collection is generally not archival and items are expected to be used frequently. However, the Library does have a local history collection. See Appendix A for procedures, restrictions, and guidelines that help us maintain this collection.
- The library will purchase multiple copies of high-demand materials when warranted and based on budgetary resources.
- Selectors will continuously evaluate their collections. Materials that are in poor condition, outdated, or used infrequently, will be withdrawn. Worn materials will be replaced at the selector’s discretion.
- Selectors are encouraged to communicate with their supervisor if they are uncertain about what to do with an item.
- Weeded items will not be reserved for patrons interested in purchasing. All items for sale will be on a first-come, first-served basis.

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BOARD APPROVED: 8/20/2013

REVISED & APPROVED: 10/21/2014

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