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## **1 GENERAL INTENT**

This collection management policy is intended to provide guidance for the selection and evaluation of print, audio, video, and electronic materials collected for the benefit of the library users.

The policy supports the mission of The Urbana Free Library “to select, acquire, organize, and promote the use of a wide range of books and other communications media in order to meet the informational, educational, and recreational needs of the citizens within its taxing jurisdiction.” (*The Urbana Free Library Long-Range Plan, 2006-2011*)

Within the limits of budget and defined scope, the library’s intent is a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning styles, educational levels, and recreational interests.

The library’s collection of materials is intended to be an active one. Materials that prove to be of no current interest to the citizens of Urbana will be withdrawn from the collection, and an effort will be made to avoid the purchase of materials that show little promise of use.

## **2. CLIENTELE**

The library seeks to anticipate and meet the needs of its primary clientele, the residents of the City of Urbana. The library also considers the needs of area students, faculty, and staff from Urbana School District #116, University of Illinois, Parkland College, and homeschoolers, although it does not provide direct curriculum support. In addition, the library serves anyone living in east central Illinois who comes to use the library.

### **3. COLLECTION MANAGEMENT RESPONSIBILITY**

The responsibility for collection management is delegated to the professional staff of Children's Services, Adult Services, and Archives, with general supervision provided by the respective directors in each service unit. Staff operate within the framework of the collection management policies as determined by the Board of Trustees and interpreted by the Executive Director.

In all aspects of collection management, library staff are expected to exercise professional judgment and to set aside personal agenda and bias.

### **4. COLLECTION MANAGEMENT PRIORITIES**

The library collection is intended to reflect community interests. Library staff welcome suggestions and requests for purchase from library users.

The library purchases sufficient copies of individual popular titles to reasonably meet the demands of library users. Library staff monitor requests for holds as an indication of user demand.

The library intends to build a broad collection of materials. To that end, apart from extremely popular titles, the library favors a variety of titles within any specific subject or format over multiple copies of fewer titles.

The library purchases current materials in a timely manner in anticipation of user interest.

The library recognizes the value of materials of historical significance and the continued user interest in many older titles. Except in areas where dated materials are subject to inaccuracies, library staff do not withdraw items from the collection solely on the basis of age of the item.

The library collects works of local authors and local recording artists, as well as works with local settings. Any such works must be non-technical in nature and must be written for a popular audience.

Audio and video materials are supported standards of the library collection, although actual formats may change over time. In general, the library adopts new formats only after they are in wide use with the general public. Similarly, the library withdraws formats when use substantially declines. Additional media that are appropriate and cost effective will be considered if the funds are available to sustain a collection.

Materials in languages other than English are selected on the basis of community demographics.

The library collection is intended to support educational, civic, and cultural activities within the community. However, school curricula or textbooks, and materials that are primarily intended for partisan or sectarian audiences, are not generally acquired.

## **5. GIFTS AND DONATIONS**

Gifts of books or other materials are accepted by the library with the understanding that they will be judged on the same basis as materials considered for purchase. Generally, gift materials that are not added to the library collection are included in the Friends of The Urbana Free Library book sales or passed on to other appropriate agencies.

The library reserves the right to determine the placement and conditions of use concerning any gift that it accepts. Proffered gifts that include restrictions or limitations must be specifically approved by the department director and the Executive Director.

The library accepts monetary gifts intended for the purchase of library materials when the donors' intentions and the library's collection objectives are consistent.

## **6. RELATIONSHIPS WITH OTHER LIBRARIES**

The Urbana Free Library is a member of a regional library system and has access to the collections of other libraries through state and national interlibrary loan networks. The library uses interlibrary loan to supplement its own collection and to extend its ability to meet the requests of library users.

The library does not duplicate collection strengths of other local resources, particularly those of the University of Illinois. The library seeks to develop strengths suitable to the non-academic environment. The library is a willing participant in plans for cooperative collection acquisitions with other Illinois libraries.

## **7. POLICY REVIEW**

The collection management policies will be reviewed biennially and revised as necessary to meet new and differing areas of community interest as well as new formats.

## **8. AMERICAN LIBRARY ASSOCIATION POLICY STATEMENTS**

The library incorporates as part of its policy, insofar as they apply to selection, the American Library Association's Library Bill of Rights, Statement on Labeling, Freedom to Read Statement, and Freedom to View Statement. Copies of these documents are included in Section II-E below.

## **9. REQUESTS FOR RECONSIDERATION**

Materials are not withdrawn from the library collection due to their controversial nature; the objections of individuals or groups; or their unpopular portrayal of local events, institutions, or citizens. No item is considered for removal from the collection until the person has filed a formal, written request on the reconsideration form supplied by the library. A copy of the Request for Reconsideration Form is attached as an appendix in section II-A-10 below.

Any resident of the City of Urbana may request that the library staff reconsider the appropriateness of an item in the library's collection.

Staff are expected to first discuss with the library cardholder the American Library Association policies supported by the library. Staff are expected to reiterate that the library selects a wide variety of materials to meet the needs of a diverse community and to balance the collection. If the library cardholder is not satisfied with the explanation, the cardholder may speak with an administrator or complete a request for reconsideration form.

To submit a reconsideration form, the library cardholder must live within the City of Urbana since the library is responsible only to its own taxpayers. The library cardholder must have read the book, viewed the film, or listened to the music or audiobook.

Upon receipt of the completed form, library staff will review the item in light of the collection management policy. The title will remain in the library collection during the review process. The library cardholder will be notified within 30 days of the decision. If the cardholder is not satisfied with the decision, the cardholder may appeal to the Board of Trustees. The request for reconsideration will be directed to the Board Policy Committee, which will convene to discuss the request and then place the issue on the agenda for the next library Board meeting. The decision of the Board will be final and will be sent in writing to the person who requested reconsideration of the title.

## **10. COLLECTION MANAGEMENT APPENDICES**

ALA Library Bill of Rights

ALA Statement on Labeling

ALA Freedom to Read Statement

ALA Freedom to View Statement

Request for Reconsideration Form

Adopted May 11, 1981

Last amended September 13, 2011