

## LIBRARY COLLECTION MANAGEMENT

### 1. GENERAL INTENT

This collection management policy is intended to provide guidance for the evaluation and selection of materials collected for the benefit of the Library users.

Within the limits of budget and defined scope, the Library's intent is an active 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.

### 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.

### 3. COLLECTION MANAGEMENT RESPONSIBILITY

The Executive Director has overall responsibility for collection management, which is delegated to staff under the general supervision of the respective department head(s). 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 circulation and requests for holds as an indication of user demand.

The Library intends to build a broad collection of materials.

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

A number of factors are considered before materials are withdrawn from the collection. 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; rather, withdrawal of materials from the general collection is conducted primarily on the basis of the relevance of materials to the Library Collection Management Policy.

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The Library gives special consideration to works of local authors and local recording artists, as well as works with local settings. Any such works must be written for a popular audience.

The Library supports a variety of audiovisual and digital formats, although actual formats may change over time. 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 and interests.

The Library collection is intended to support educational, civic, and cultural activities within the community. However, school curricula or textbooks are not generally acquired. The Library seeks to develop strengths suitable to the non-academic environment.

### 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.

### 7. POLICY REVIEW

The Library Collection Management Policy 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

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The Library incorporates as part of its policy, insofar as they apply to selection, the most current American Library Association's Library Bill of Rights, Statement on Labeling and Rating Systems, Freedom to Read Statement, and Freedom to View Statement. Copies of these documents are available at <http://www.ala.org>.

**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.

The Urbana Free Library's cardholders or those who reside in the Library's taxing district may object to selected Library materials by completing a Request for Reconsideration form. To submit a reconsideration form, the person must have read, viewed, listened to, or used the material. Once a completed form is received by the Library Director, a thoughtful, deliberative process for reconsideration of the Library materials identified by the Library patron will begin. The person will be informed of the objectives of the process, the timeline, the review structure, and the opportunity for appeal in accordance with the Request for Reconsideration procedure.

Adopted May 11, 1981

Revised November 12, 2013; November 10, 2015;  
November 14, 2017; August 13, 2019