

## **1. GENERAL INTENT**

The Library Collection Management Policy is intended to provide guidance for the evaluation and selection of materials collected for the benefit of all Urbana Free 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. The Library strives to be "format neutral," defining physical and digital collections and content as materials to which we facilitate access for the community.

## **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, the University of Illinois, Parkland College, and homeschoolers. The Library 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 use professional standards, judgment, and resources to develop the Library's collection by selecting and discarding items and set aside personal agenda and bias.

## **4. COLLECTION MANAGEMENT PRIORITIES**

The Collection Management Policy reflects the diverse needs of the Urbana community and the Library's mission.

The Library develops a collection that reflects community interests and supports educational, civic, and cultural activities within the community. Library staff welcome suggestions and requests for purchase from Library users. The Library provides access to materials beyond the scope of the collection through interlibrary loan.

The Library purchases materials in a timely manner and sufficient copies of individual popular titles to reasonably meet the demands of Library users. Library staff monitor circulation and hold requests as indicators of user demand and also use collection analysis software to make informed decisions for the collection.

The Library gives special consideration to works of local authors and local recording artists, as well as works with local settings, provided such works are created for a popular audience.

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

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 materials from the collection solely on the basis of age of the materials; rather, withdrawal of materials from the general collection is conducted primarily on the basis of the materials' relevance to the Library Collection Management Policy and also their use.

The Library supports a variety of audiovisual and digital formats, though specific 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.

## **5. GIFTS AND DONATIONS**

Gifts of books or other materials are accepted by the Library with the understanding that they will be evaluated 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 does not accept textbooks, academic material, or user manuals unless they are considered generally useful.

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 Collections Manager 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**

The Library adopts the 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 events, institutions, or citizens.

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; however, submission of a Request for Reconsideration form does not guarantee the item will be removed from the collection. A formal process has been developed to assure that requests for reconsideration are handled in a consistent manner. To submit a reconsideration form, the person must have read, viewed, listened to, or used the material in its entirety. The individual will be informed of the process and the timeline 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; August 10, 2021;  
September 12, 2023; December 12, 2023; March 10, 2026