

Forsyth Public Library

Collection Development Policy

November 10, 2021

Introduction

Forsyth Public Library's collection development policy provides guidelines for acquisition and withdrawal decisions, resource allocation, and long-range planning of collection needs in accordance with the Library's mission statement.

Mission Statement

The mission of Forsyth Public Library is to provide an environment in which all patrons may access the materials, services, and programs they need for the pursuit of information, education, and entertainment.

Our Commitment

At Forsyth Public Library we are committed to providing:

- Friendly, quality library service
- Quality print and non-print materials, including works of current fiction and popular culture.
- Non-fiction materials that facilitate lifelong learning at any age.
- Preservation of materials and memorabilia that pertain to the founding and development of Forsyth.
- Current library practices and trends, including technological advances, which enhance library services.

Responsibility for Collection Development

Responsibility for the selection of materials and maintenance of the collection rests with the Library Director, acting in accordance with accepted professional practice and the guidelines outlined in this policy. Selection may be delegated to members of the library staff who are trained and experienced in the principles and practices of collection development. The Youth Services Librarian is primarily responsible for determining collection needs within the juvenile and young adult areas, with the Library Director giving final approval to all orders.

Interlibrary Loan

Forsyth Public Library is part of the Illinois Heartland Library System (IHLS) and the Sharing Heartland's Available Resources Equally (SHARE) automation consortium. As part of that

relationship, the library requests materials from, and supplies materials to, other libraries in the consortium.

For those items that are outside of the SHARE automated consortium of libraries, Forsyth Public Library (FPL) will request materials that are located within Illinois and beyond through OCLC interlibrary loan service. OCLC service is reserved for FPL cardholders.

Forsyth Public Library endorses the Illinet Interlibrary Loan Code, the American Library Association Interlibrary Loan Code for the United States, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. It also follows the policy guidance from the Illinois Heartland Library System, the SHARE automated consortium and OCLC.

Intellectual Freedom

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Forsyth Public Library Commission as part of the Policy Manual and are also integral parts of this collection development policy.

The library will maintain a well-balanced collection of print and non-print material that reflects a range of viewpoints on a variety of subjects. The selection of an item does not imply the library's endorsement of the opinions expressed by its creator, nor does failure to purchase a particular item imply disapproval. Representing a variety of views is a primary goal of the collection.

It is the responsibility of parents to monitor and supervise their own children's choice of library materials. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Selection Criteria

The library strives to develop a viable collection of standard works of permanent value and popular materials of current significance, striking an overall balance between public demand and the diversity of material.

When selecting materials, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context. It is not possible to read, view, listen, and analyze every item before it is added to the library's collection. Extensive use is made of reviews in professional and other journals. Recommendations by staff and residents of the community are seriously considered.

The library does not seek to establish scholarly research collections in any area of study, and recognizes the need to use interlibrary loan for requests that are beyond the scope of the collection. The library does not collect textbooks, academic, technical, or self-published materials, unless they are considered useful to the collection.

The library will make every effort to collect materials concerned with the Village of Forsyth and the immediate surrounding area.

Criteria listed below apply to the selection of all materials for Forsyth Public Library:

- Public demand and/or interest
- Timeliness and/or significance of the subject
- Contribution to a balanced collection
- Support of Library's mission and strategic plan
- Community relevance
- Cost Analysis
- Reviews from professionally recognized sources

Format

Materials are purchased in a variety of formats. The library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of formats will be based on patron demand, community trends, product development, and positive critical reviews.

Gifts and Donations

Forsyth Public Library welcomes gifts of new and used books or other materials. Items will be added to the collection in accordance with the selection policy of the library. The library does not accept textbooks, academic, technical, or self-published materials unless they are considered useful to the collection.

Once donated, items become the property of Forsyth Public Library, and may be given to other libraries and nonprofit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items, but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library reserves the right to decide when a gift added to the collection should be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. Materials purchased with bequests and memorial or honorary contributions will be identified with special donor plates whenever possible. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, artwork, etc. will be determined by the Library Director and the Library Commission, based on the item's suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the

gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Withdrawal of Materials

Withdrawal of materials from the collection, also known as weeding, is a vital part of successful collection maintenance. Continuous evaluation is necessary and physically deteriorated, duplicate, superseded and/or obsolete materials are regularly removed to maintain a current, accurate, and appealing collection. Circulation statistics are a crucial part of the evaluation process.

All materials identified for removal from the library collection are reviewed and approved for disposal by the Library Director or Youth Services Librarian.

Library materials withdrawn from the collection are disposed of by the following options, used at the discretion of the Library Director as best suited for each item:

- **Sale:** The library holds an annual used materials sale. Older copies of periodicals and other materials withdrawn from the collection are included in the sale.
- **Donation:** Some materials may be useful to other libraries or nonprofit agencies. The Library Director may offer materials to these organizations.
- **Online sales opportunities:** Organizations such as Better World Books or Baker and Taylor's Sustainable Shelves facilitate literacy initiatives through sale and donation of used books, many of which are collected from libraries. Shipping and sales are handled by the organization and a percentage of the sale price is returned to the library. Books not suitable for sale are donated to literacy programs or are recycled.
- **Recycle or discard:** If the materials cannot otherwise be disposed of, they will be recycled or discarded.

Materials donated to the library, but not needed for the collection, will be disposed of through the same options at the discretion of the Library Director.

Reconsideration of Materials

Forsyth Public Library welcomes all concerns and suggestions regarding materials contained in the library's collections.

The library seeks to present a wide variety of materials to appeal to individual tastes, and in doing so may acquire library materials that do not support the beliefs and tastes of all persons. The library has established a process whereby individuals who take issue with materials, or who question the appropriateness of a particular title, may register a complaint regarding a particular title. When discussed with library staff, often alternate materials can be identified and offered. If a patron's concern is not satisfied through discussion with library staff, a formal written request for reconsideration of materials can be completed and submitted to the Library Director. Copies of this form are available at the circulation desk. A written challenge does not guarantee that the material will be removed from the library.

The “Request for Reconsideration” form, as found at the end of this document, must be completed in full. The person submitting the form must be a resident of the Village of Forsyth, and must hold a valid borrower’s card issued by Forsyth Public Library at the time of the challenge. The Library Director will respond in writing within 30 days of receiving the completed form. The response will indicate the action to be taken and the reasons for it. An item will be evaluated for reconsideration only once in a twelve-month period.

**Forsyth Public Library
Request for Reconsideration**

Name: _____ Telephone: _____
Email Address: _____ Library Card #: _____
Mailing Address: _____
Are you a Forsyth Resident? Yes / No
Representing: Self / Other: _____
Title of Work: _____
Author/Artist: _____

Consideration will be given only if questions are fully answered. Please attach extra pages if necessary.

1. Have you read/viewed this work in its entirety?

2. Briefly describe what this item is about.

3. Specifically, to what in the work do you object? (For printed materials, please cite the pages on which this content appears.)

4. To what degree do the objectionable parts dominate the entire work?

5. What do you feel may be the result of reading/viewing this material?

6. Do you have information from other sources concerning this work? If so, what are these sources?
7. Do you believe this material might be suitable for an age group other than the one for which it was designated?
8. What action do you wish the library to take?

All titles in the Forsyth Public Library's collection have been selected within the Library's Collection Development Policy, which is the basis for materials selection.

1. Have you read the policy?
2. Do you believe that the material falls outside the policy? If so, in what specific ways?