**North Pike District Library – Collection Development Policy**

**Collection Principles**

North Pike District Library strives to provide the local community with a comprehensive collection of materials representing broad areas of knowledge – within the limits of space and budget – which aid in the pursuit of education, information, research, recreation, and culture. As a result, materials are selected to reflect changes in educational, cultural, economic and intellectual patterns, and the impact of new technology.

In an effort to freely provide materials and access to resources representing diverse and

sometimes controversial opinions on an issue, materials will not be excluded because of

political, social, religious, or moral ideas expressed within. The library’s acquisition of an item is not an endorsement of the item’s content, but rather an expression of the library’s support of intellectual freedom. The library has a responsibility to protect the rights of all users and therefore does not limit the scope of its collection; neither are materials placed in restricted areas because some individuals may object to their content. Responsibility for a child’s use of library materials lies solely with his or her parent or guardian.

The library adheres to the [First Amendment to the Constitution](https://constitutioncenter.org/the-constitution) as well as principles of

intellectual freedom adopted by the American Library Association:

* [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill)
* [Freedom to Read Statement](https://www.ala.org/advocacy/intfreedom/freedomreadstatement)
* [Freedom to View Statement](https://www.ala.org/rt/fmrt/professionalresources/vrtresources/freedomtoview)
* [Code of Ethics](https://www.ala.org/tools/ethics)
* [Core Values of Librarianship Statement](https://www.ala.org/advocacy/intfreedom/corevalues)

**Responsibility for Selection**

Ultimate responsibility for materials selection resides with the Director of Library Services.

**Budget**

The materials budget is recommended by the Director of Library Services and approved annually by Board of Trustees.

**Scope of the Collection**

North Pike District Library’s physical collection of over 11,000 books and other media provides a wide variety of materials for people of all ages in a diverse array of formats including: print, audio visual media, electronic resources, and other items such as multimedia kit or microfilm. Electronic materials are obtained through license agreements, making a broad range of databases, eBooks, and eAudiobooks accessible through the library’s website and catalog.

The genealogy collection provides access to local history, family histories, and genealogical documents relating to the Pike County area, focusing on the immediate local area of Griggsville, Illinois, Perry, Illinois, and Pike County.

**Selection Criteria**

Professional staff use their training, knowledge, and expertise along with the general criteria listed below to select materials:

* Accuracy and clarity of presentation and/or content
* Quality, literary and technical merit or artistic excellence, visual and/or sound quality, or award -winning
* Public demand, current or anticipated interest, or needs of the community
* Extent of publicity, critical reception, or reviews from professional journals and other authoritative sources
* Subject area and representation of various interests and viewpoints
* Relevance to existing collection’s strengths and weaknesses and contribution to overall collection balance
* Timeliness of material
* Prominence, authority, and/or competence of author, creator, or publisher
* Contemporary or historical significance, popular interest, or permanent value
* Suitability of physical format (size, material type, binding) to library circulation, use, and housing
* Availability of material for purchase, at other libraries, online, and similarity of sources
* Cost, library materials budget, and space

Additional electronic criteria:

* Licensing and networking requirements
* Cost per use, metered use, and single copy single use availability and pricing comparison
* Comparison of content and electronic formats with other electronic platforms and formats as well as physical formats
* Ease of use
* Accessibility and operational capacity on various systems and devices, system and hardware requirements
* Vendor training, support, and technical support
* Search aids

This list of selection criteria is not exhaustive and other criteria may be considered.

**Textbooks**

No attempt is made to supply student demands for textbooks in specific subjects. Textbooks to support local school curricula are not purchased.

**Suggestions**

To ensure the acquisition of resources desired by library users, suggestions are always

considered for addition to the collection. A request may be made by completing the submission form on our website, <www.northpikedistrictlibrary.com>, or by placing a request at the library’s service desks or over the phone.

**Collection Management**

Library staff conduct systematic and continuous evaluation of materials in the collection to ensure materials meet the community’s changing needs. Materials that are damaged, in poor condition, obsolete, unused, old editions, superseded, inaccurate, or unnecessary duplicates are withdrawn. When evaluating materials for removal from the

collection, the library uses contemporary methods of deselection based on established practices derived from current, professional publications on weeding in a public library. Additionally, staff assess the need for replacement of removed materials or those that are damaged, lost, or missing. Items are not automatically replaced, as decisions are based on general selection criteria and availability.

**Local Authors**

North Pike District Library welcomes donations of material by Griggsville, Perry, and Pike County authors.

Local authors wishing to donate books must meet the following criteria:

* The work must be bound. The binding must be strong enough to withstand multiple readings/circulations. Spiral bound books will not be accepted.
* A maximum of two (2) copies will be accepted.
* All materials must contain an ISBN (international standard book number) in order to be cataloged.
* World Language materials are accepted.
* Audio visual material and eBooks are not accepted at this time. Print works with accompanying CDs and DVDs are also not accepted.

Once donated, local author books become the property of North Pike District Library. North Pike District Library reserves the right to choose which donations meet the library’s mission, and as a result, which will be added to the library’s collection. Not all donations are guaranteed to be added to the collection. Local author works that are added to the collection are subject to the same maintenance guidelines that exist for the section in which the donated local author book resides. Once withdrawn, a book will not be returned to the contributor. When an item is donated, the author will be asked to provide the following information for cataloging purposes: full real name of the author; full title from the title page (not the cover); date of publication; number of pages (if applicable). North Pike District Library staff will not provide reviews of local author works.

**Gifts**

North Pike District Library accepts gifts of books and other materials that are in good condition and that meet the criteria of the Collection Development Policy. The library reserves the right to accept or reject gifts and make decisions as to their use, housing, and final disposition. Items are not returned to donors. Gifts that are not added to the collection may be sold to benefit the library, recycled, or given to another nonprofit organization.

**Reconsideration of Materials**

Persons from North Pike District Library’s community who wish to request the library reconsider the inclusion or exclusion of a specific item in the collection must complete a “Request for Reconsideration of Library Materials” form (Appendix A). This form will be reviewed by the Director of Library Services in relation to the library’s mission, the selection criteria of the library’s Collection Development Policy, as well as the principles of intellectual freedom adhered to by the library. After evaluating professional reviews and other materials submitted by the community member, a written response will be sent to the individual at the earliest possible date.

Approved: 01.09.2023 by NPDL Board of Trustees

**Appendix A**

**Reconsideration of Library Materials**

A singular obligation of the public library is to reflect within its collection differing points

of view on controversial or debatable subjects. North Pike District Library does not declare particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by guests, but will be governed by the library’s mission, its Collection Development Policy, and principles of intellectual freedom in making additions to or deleting items from the collection.

Individuals who request the reconsideration of library materials will be asked to put

their request in writing and sign the “Request for Reconsideration of Library

Materials” form. Each section of the form must be completed in full. Incomplete

forms will not be reviewed.

Upon receipt of a completed, formal written request, the Director of Library Services will review the reconsideration request along with the librarian(s) responsible for the subject area of the item in question (if applicable). The Director of Library Services will communicate the group’s decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director of Library Services will inform the North Pike District Library Board of Trustees of all requests for reconsideration of library materials and their disposition.

**Request for Reconsideration of Library Materials**

Author/Artist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Book\_\_\_\_\_\_\_ Periodical\_\_\_\_\_\_\_ Other (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher/Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate specifically the nature of your objection about this item. (Cite pages or other details as necessary.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you read/viewed/listened to the entire work or only parts? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you did not examine the entire work, please indicate the portions you completed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state specifically what you believe to be the primary harm which might occur from this item.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the positive points of this material?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What would you like the library to do about this work?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there resources(s) you suggest to provide additional information and/or other viewpoints on this topic?

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Have you read the North Pike District Library Collection Development Policy? Yes \_\_ No \_\_

*Request initiated by (please print):*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you represent: Self \_\_\_\_\_\_ Organization/Group (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_