STATEMENT OF POLICY FOR THE SELECTION OF LIBRARY MATERIALS

The Illinois Prairie District Public Library was formed in July of 1950. It is the second oldest library district in Illinois. It encompasses eight townships: Cazenovia, Clayton, Linn, Metamora, Partridge, Spring Bay, and Worth; roughly the northern half of Woodford County. It covers 256 square miles. In 1980, the district served a population of 17,776. As of the 2010 census, the district serves 21,644 inhabitants. The district provides service to its patrons through its branch libraries in Benson, Germantown Hills, Metamora, Roanoke, Spring Bay, and Washburn. The Metamora branch houses the district administrative staff. Over the last 15 years, the district has expanded its branches at Spring Bay, Roanoke, and Benson. The library district completed an expansion of its Germantown Hills branch in 2017.

In the development of the collection of library materials which is necessary to achieve the objectives of the Library, the Board of Trustees recognizes the following premises, has the following goal, and is guided by the following policies.

1. PREMISES

A. Library materials are defined as those materials of printed, photographic, electronic, or other form, which provide a basis for an educational, or aesthetic experience, and which require the application of those techniques of acquisition, collection, preservation and service appropriate to the public library.

B. In developing an acquisition program to meet the educational and aesthetic needs and interests of the patrons of the Library, the library materials owned by the member libraries of the Reaching Across Illinois Library System, the System itself and the participants in the OCLC database will be considered to constitute the total resource of the Library.

C. In order to meet the objectives of the Library and the development of the materials collection, staff will be appointed by the administrator to participate in selection. Patron requests for specific materials will be seriously considered.

D. The Library assumes that the provision of library service adequate for needs of today’s citizens requires a basic collection at the local level. This broad, general collection of library materials includes current popular fiction, nonfiction, basic reference material, and selected retrospective fiction and nonfiction sufficient to meet those special interests and needs demonstrated by the community. The materials should be held in sufficient quantity and quality to meet the local community’s requests for regularly used materials. Materials beyond the scope of the Library can be obtained through interlibrary loan.

2. GOAL

The goal of the selection policy is to provide a broad collection of materials of contemporary significance and permanent value that will contribute to:
1. The education and enlightenment of the patrons of the Library.
2. The aesthetic and literary appreciation of the population served.
3. The objectives of the Library as stated in the Library’s statement of policy.
4. The availability and exchange of information.

3. POLICIES

   A. GENERAL
1. Only library materials will be acquired which meet high standards of quality by professional library standards in content, expression and form, or which, in special instances, are required to fulfill the goals and purposes of the Library.

2. The selection of materials will be in accordance with the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement of the American Library Association.

3. Suggestions will be welcomed from patrons on materials to be added to the Library’s collection, but will be subject to approval of the Library’s appointed selectors.

4. The Library staff will continually evaluate the needs of the community and will reflect this evaluation in the current selection and acquisition program.

   B. BOOKS

An attempt shall be made to acquire books that are listed in standard bibliographies, indexes and reviewing tools.

   C. PERIODICALS

1. Acquisitions will be in response to the needs of the Library’s patrons.

2. Emphasis will be placed on acquisition of periodicals indexed in standard library indexes, and an attempt will be made to secure as complete holdings as appear to be useful to the fulfillment of the Library’s program.

3. Insofar as possible, permanent holdings of periodicals will be in microform.

   D. OTHER NON-BOOK PRINTED MATERIALS

Material which is in a more convenient form than conventional printed sources is in keeping with the purpose of the Library as a disseminator of information, should be added to the Library collection.
E. AUDIO-VISUAL MATERIALS

1. The Library recognizes that audio-visual materials are an important part of the Library’s responsibility.

2. Selection of audio-visual material will follow the general policies and objectives outlined for books.

3. In addition to the general criteria used as guides in selection of materials for the Library, particular attention also will be paid to technical quality, technique, authenticity, and effectiveness of presentation usefulness.

4. The content, subject matter and treatment of video recordings and sound reproductions considered for purchase will be evaluated in relation to their lasting value, timeliness, imagination or originality.

F. OTHER SOURCES OF INFORMATION

As new forms are developed, they will be appraised by the Library for possible use, and if their value appears appropriate and useful to the purpose of the Library the new forms will be incorporated in the selection of activities of the Library.

G. GIFTS

1. Materials offered to the Library as gifts must meet the Library’s selection standards and needs before these materials will be added to the collection.

2. Gifts will be accepted with the understanding that the Library has the right to dispose of the gifts in any way the Library sees fit. (Library has gift policy statement.)

H. WITHDRAWAL OF MATERIALS

Weeding is done on an ongoing basis. Materials are evaluated and deselected based largely on quality, relevance, age and demand. Every effort is made to allow materials that are deselected to be sold in our branch book sales or donated. Discarding materials is a last resort, reserved mainly for items of which attempts to sale or donate have failed or items in such poor quality that they cannot be otherwise used.

With consideration for the necessity of a balanced collection, the following guidelines will generally be observed for each section of the library:

Nonfiction
Items in poor condition. Information that is outdated will be weeded.
000 – Generalities
Annually evaluated for weeding due to rapidly changing technologies. Items that have not circulated in three years.

100 – Philosophy and Psychology
Items that have not circulated in three years.

200 – Religion
Information is less time sensitive; items that have not circulated in five years.

300 – Social Sciences
Items that have not circulated in three years.

400 – Language
Information is less time sensitive; items that have not circulated in five years.

500 – Science
Items that have not circulated in three years.

600 – Applied Science and Technology
Items that have not circulated in three years.

700 – Arts
Information is less time sensitive; items that have not circulated in five years.

800 – Literature
Information is less time sensitive; items that have not circulated in five years.

900 – History
In general, information is less time sensitive; items that have not circulated in five years. Travel guides may be weeded more frequently based on demand and currency of information.

Fiction
Items in poor condition; items that haven’t circulated in three years or are more than ten years old with waning circulation.

Large Print
Evaluated for weeding every three years.

Paperbacks
Evaluated for lack of quality on an ongoing basis, items not circulating for three years will be deselected. Highly circulating copies may be reordered as quality wanes and budget allows.
Audiovisual Materials
Weeded as needed on basis of condition. Items not circulated in three years will be candidates for deselection.

Periodicals
Weeded annually. Current year and one previous year will be retained.

Newspapers
We will attempt to keep an archive of local newspapers as space allows. We have microfilm of certain local newspapers. Other local papers are available on our website in various databases.

[Compiled with information from The Weeding Handbook by Rebecca Vnuk; ALA Editions, 2015.]

I. REVIEW/REVISION

The Statement of Policy for the Selection of Library Materials will be under constant evaluation, to be formally reviewed at least every two years. As the collection grows and situations demand, the Statement will be altered in accordance with the findings of the staff and Board of Trustees of the Library.

Revised 4/11/2013
Revised 3/6/2018