

## **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

### **COLLECTION MANAGEMENT**

#### **Policy**

The West Chicago Public Library District (WCPLD) provides materials in multiple formats to meet the educational, informational and recreational needs of the community.

The collection will be based on current needs, with multiple copies to meet reasonable demands. It is beyond the general scope of the Library to provide materials of a highly technical, specialized or academic nature. Efforts will be made to borrow materials that are not owned or beyond the general scope of the Library.

In its selection of materials, the WCPLD endorses the Freedom to Read Statement as adopted by the American Library Association (ALA) (see attachment) and hereby adopts the ALA's Library Bill of Rights. The Library has the duty to provide a representative selection of materials on controversial subjects of interest to its readers and not prohibited by law, including materials on all sides of a specific controversy.

This library holds censorship to be a purely individual matter and declares that while anyone is free to reject for himself/herself books and other materials of which he/she does not approve, he/she cannot exercise this right of censorship to restrict the freedom of others. Reading materials should not be removed or restricted because of partisan or personal disapproval.

#### **Procedures**

##### **Criteria for Selection**

In selecting materials, the librarians will evaluate each work as a whole on the basis of the following criteria:

1. Relevance to community interest, needs, and standards
2. Popular demand
3. Favorable rating in standard reviewing media, general or specialized
4. Availability of other area resources for specific work or other works on subject matter
5. Patron request for specific materials that meet selection standards
6. Authority and competence of author and publisher
7. Representation of varying points of view
8. Importance as a record of the times or for the presentation of a unique point of view
9. Literary value or global significance
10. Inclusion on standard library or subject lists

11. Price
12. Physical features and format
13. Reading level

### **Responsibility for Selection**

The Library Director is responsible for collection management within the framework of policies established by the Library Board of Trustees.

### **Withdrawing Materials from Collection**

The Collection Management Policy serves as a guide for assessing and maintaining the collection as well as for the selection of materials. Subject areas should be assessed for relevancy and currency on a continual basis. Collection of materials in outdated formats may not be maintained.

Materials which are withdrawn because of loss or damage are reported to the appropriate selector who decides whether the item should be replaced using the same criteria as for selection.

### **Gift Materials and Memorials**

The library welcomes gifts of books and other materials. Gifts must meet the same criteria for addition to the collection in accordance with the Collection Management Policy. Monetary donations for memorial materials are welcomed. Materials and other gifts purchased from these funds are suitably identified as memorial donations.

Organizations or individuals are encouraged to consult with the Library Director, or the Librarian responsible for memorials in the selection of appropriate items. The library welcomes suggestions based on the interests of the person being memorialized, but cannot guarantee that materials on those subjects will currently be available.

Reviewed by the Policy Committee: 4/9/2026

Approved by the Board of Library Trustees: 2/24/1997; 4/25/2005; 5/21/2007; 8/24/2009;  
1/23/2012; 4/28/2014; 5/23/2016; 8/28/2018; 10/28/2019; 10/25/2021; 11/27/2023; 4/27/2026