



Galena Public Library  
DISTRICT

# Collection Management & Development Policy

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## **Introduction**

The Board of Trustees of the Galena Public Library has adopted the following Collection Management & Development Policy to guide librarians and to inform the public about the standards and guidelines of the Galena Public Library's material collection.

## **Mission statement**

The mission of the Galena Public Library is to inspire lifelong learning, advance knowledge, provide cultural and recreational opportunities, and strengthen our community.

This policy will be reviewed regularly or every 2 years to ensure that it is responsive to the changing needs of the Library and the public.

## **Collection Management and Resource Sharing**

Within the standards and guidelines, the librarians use their professional judgment and analyzing tools (i.e. data gathering forms, collection assessments, surveys) to determine the materials which best meet the objectives of the Library and the needs of its patrons and to ensure that the Library offers a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs.

The responsibilities that constitute collection management include one or more of the following: selecting materials for acquisition and access, weeding, storage, and preservation; writing and revising collection development policies; promoting, marketing, and interpreting collections and resources; evaluating and assessing collections and related services; community liaison and outreach responsibilities; managing budgets; liaison with other libraries and cooperative collection development; and soliciting funds to supplement the money allocated to collection development and management.

The Galena Public Library provides access to materials in a variety of formats to ensure equal access for the disabled of all ages.

### **Resource Sharing**

The Galena Public Library's collection has been expanded beyond the physical boundaries of the Library through resource sharing and cooperative collection management.

### **PrairieCat- Online Card Catalog**

The Galena Public Library has been a fully participating member of the PrairieCat consortium since March 30, 2007.

### **Axis 360**

Patrons with a valid Galena Public Library card have access to e-books and digital audiobook downloads through this database.

### **Interlibrary Loan**

The Galena Public Library encourages patrons to request items through interlibrary loan whenever they are not locally available. Library staff is trained in the policies and procedures relating to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code.

### **Local Historical Materials**

Beginning in 2018, the Galena Public Library has begun the process of digitizing issues of local newspapers dating back to 1834. Issues that have been completed can be found online at <https://idnc.library.illinois.edu>. By digitizing local historical materials and maintaining an up-to-date microfilm collection of the local newspaper, the Galena Public Library contributes to resource sharing, preserving materials of local value, and offering researchers better access to its collection. All photographs for which Galena Public

Library holds reproduction rights can be found on Illinois Digital Archives (idaillinois.gov)

### **Gifts**

Gifts of books and other Library materials may be accepted by the Library with the understanding that they will be considered for addition to the Library's permanent collection according to this policy, its guidelines, and its standards. Other parameters according to the Library's **Donation Policy** may apply.

### **The Internet and the Library collection**

The Galena Public Library maintains a website in order to meet the information needs of its patrons. The website also markets the Library to a range of patrons beyond the immediate service area of the Library.

Criteria for selecting internet links for the Library's website:

- Preference will be given to nonprofit and noncommercial sites
- Links will be educational or informational in nature
- Links should provide accurate, current, unique information, and should be easy to use
- Links from the Library website will provide balanced points of view

## Material Selection

### **Responsibility of Selection**

Overall responsibility for collection development rests with the Library Director who operates within this framework of policies determined by the Board of Trustees. The Library Director delegates and shares this responsibility with designated members of the staff.

### **Library Collection/Formats**

The Library provides free access to materials in a number of formats (print, media, and electronic) to all patrons. The library's collection consists of books, e-books, magazines, DVDs, music CDs, audiobooks, digital audiobooks, Launchpad tablets, Playaway Views, braille books, videogames, board games, baking pans, seed library, hotspots, maps, photographs, and microfilm documents. The Library also provides access to the following digital resources: Mango Languages, Kanopy, Ancestry.com, Axis 360, Biblioboard, and ABC Mouse.

### **Material Selection and Scope of Collections**

General criteria for selecting material are listed below. An item need not meet all of the criteria in order to be acceptable.

- Contemporary significance, popular interest or permanent value
- Prominence, authority and competence of author, creator, publisher or producer
- Suitability of subject and style for intended audience
- Relevance to community needs
- Timeliness of material
- Relation to existing collections
- Quality of format
- Public demand, interest or need
- Budgetary considerations
- Attention given to the item by reviewers and general news media
- Availability of materials through interlibrary loan
- Technical quality of non-book materials
- Physical limitations of the library building
- Authenticity of historical, regional or social setting
- Relevance for the history of the Galena area
- Special needs of library patrons for materials in accessible formats

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

The Library will not add textbooks to its collection.

Efforts will be made to provide materials representing all viewpoints. Tools used in selection include professional journals, publisher's promotional materials, reviews from reputable and popular sources, National Book Awards lists, Pulitzer Prize lists, and published lists of bestsellers.

Purchase suggestion from library patrons are welcome and are given serious consideration.

Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

New formats shall be considered for the collection when, by industry report, and evidence from local requests, a significant portion of the community will make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will be factors in determining when a new format will be collected.

The Galena Public Library places a high budgetary priority on collection development. A minimum of 12% of the operating budget is allocated for materials.

Many factors determine the Library's collection priorities. Among those are: usage statistics, public surveys

The Galena Public Library District subscribes to the provisions of (links to these documents provided in Appendix A):

- the Library Bill of Rights
- the Freedom to Read Statement
- the Freedom to View Statement of the American Film and Video Association
- Statement on Professional Ethics

All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

### **Scope of General Adult Collection**

This collection encompasses fiction and non-fiction materials in different formats. This collection is a circulating collection with the exception of reference material and current magazines and newspapers.

### **Scope of Young Adult Collection**

This collection encompasses fiction and non-fiction materials in different formats. This collection is a circulating collection. Responsibility for the use of materials by young adults rests with their parents or legal guardians.

### **Scope of Children's Collection**

This collection encompasses fiction and non-fiction materials in different formats, magazines and games. This collection is a circulation collection with the exception of reference material and some toys. Responsibility for the use of materials by children rests with their parents or legal guardians.

### **Scope of Historical Collections Room**

The collection housed in the Historical Collections Room is a non-circulating collection. The collection is cataloged and some materials are in the process of being digitized. The Galena Public Library holds materials from both primary and secondary sources. The materials include published and unpublished print materials pertaining to:

- Jo Daviess County
- Upper Mississippi River Lead Region
- Role of Jo Daviess County in wars
- Mining in the Galena area
- Steamboats in Galena or on the Upper Mississippi
- Family histories in Jo Daviess County

Materials to be considered for accession shall be delivered to the archivist with a signed Deed of Gift Form (Appendix B). Inclusion to the collection will be determined by the director, archivist, and historical librarian. Removal from the collection will be determined by the director, archivist, and historical librarian. Upon removal, the archivist will complete a De-Accession form (Appendix C).

### **Scope of Archival Room**

Sensitive materials and those that hold special historical value, which are either owned by Galena Public Library or in storage for other community entities, are stored in the Library's Archival Room.

## Collection Maintenance, Replacement and Weeding

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are in:

- bad physical condition
- outdated
- of little historical significance
- obsolete
- no longer used for reference purposes
- one of many copies of a formerly popular title

### **Replacement**

Replacements are not automatic for materials withdrawn because of loss or physical condition. Replacement is considered according to this policy and in relation to adequate coverage in a specific subject area, availability of more current or better titles, demand for the title, and number of copies held. Gifts, including memorial items, are subject to this same replacement policy.

### **Weeding**

Materials that no longer meet the stated objectives of the Library will be discarded according to accepted professional practices. (i.e. the CREW method)  
Materials deleted from the Library's collection may be given to the Friends of the Galena Public Library, Inc. for their book sales or offered to other libraries, or may be disposed of by other means.

## Procedures for Request for Reconsideration

An objection to any library materials must be made in writing. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures.

1. If patrons wish to file a complaint about library materials, a Request for Reconsideration of Library Materials (Appendix D) form, must be completed. This form is reviewed by the Library Director and other Library staff to determine whether the item should remain or be removed from the collection. The Director and staff will examine the material, as well as critical reviews of the material.
2. The Library Director or staff will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the decision concerning the material in question.
3. A patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, who has final authority.



## **APPENDIX A: AMERICAN LIBRARY ASSOCIATION DOCUMENTS**

### **American Library Association Code of Ethics**

<http://www.ala.org/tools/ethics>

### **Library Bill of Rights**

<http://www.ala.org/advocacy/intfreedom/librarybill>

### **Freedom to Read Statement**

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

### **Freedom to View Statement**

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>



<b>Library Use</b> Acc. _____ No. _____
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**APPENDIX B: DEED OF GIFT FORM**

**Deed of Gift**

**Donor:**

**Accepted date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
 (Signature of Library representative)

**The Donor, the exclusive owner of all legal and equitable rights (including copyrights and rights of publication and reproduction) in the items below, transfers all such rights to the Galena Public Library District.**

**Description**

The Donor imposes no other conditions or restrictions on this gift except those stated. This gift is to be credited when used by the Library as follows:

- "Gift of \_\_\_\_\_."
- "Gift of \_\_\_\_\_ in Memory of \_\_\_\_\_."
- "Anonymous Gift."

**Signature of Donor or Authorized**

**Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Valuations stated are provided by the Donor for the Donor's purposes. The Galena Public Library District does not assume responsibility for the accuracy of the valuations.

**Your gift may be tax-deductible. Contact your attorney or accountant.**



**APPENDIX C: DE-ACCESSION FORM**

**De-Accession Form  
for materials housed in the Historical Collections Room and Archives**

Title \_\_\_\_\_  
\_\_\_\_\_

Author \_\_\_\_\_

Copyright Date \_\_\_\_\_

Reason for De-accession:

- Irrelevant to collection                       Condition issues                       Digitized

Item Disposition:

- Transfer to another institution (see notes)    Move to circ. Collection                       Sell  
 Recycle

Notes:

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

Any materials deemed to be of special value shall be brought to the attention of the Library Director or Library Board of Trustees for recommendations on disposal.



**APPENDIX D: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Request Initiated by: \_\_\_\_\_

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

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

Group represented, if any \_\_\_\_\_

- Have you read the Galena Public Library's Collection Management & Development Policy?  
\_\_\_\_\_ Yes    \_\_\_\_\_ No

- Library Material concerned (please circle the format):

Book   Magazine   Newspaper   Audiobook   DVD   Map   Other

Title \_\_\_\_\_

Author/Producer/Artist \_\_\_\_\_

- What brought this item to your attention?

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

- Have you read/listened/viewed the material in its entirety? \_\_\_\_\_ Yes \_\_\_ No

- What concerns you about the item? Please be specific, cite pages or sections.

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

- What action would you recommend the Library take regarding this item?

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

- Do you have suggestions for other materials that the Library should consider on this subject?

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- Are you aware of the judgment of this work by critics?

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Send the completed form to:

Library Director  
Galena Public Library District  
601 S. Bench St.  
Galena IL. 61036