



Collection Management & Development Policy

The Board of Trustees of the Galena Public Library District has adopted the following Collection Management & Development Policy as a guide to develop a collection of excellence. The library strives, within the limitation of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural, and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The library supports the American Library Association's Bill of Rights, and its Freedom to Read and Freedom to View Statements, which recognize the right of persons to free and convenient access to information and ideas.

Caregivers, not the library, are responsible for supervising the use of library materials by their children. A librarian is available to provide suggestions for caregivers and their children.

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

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

SELECTION OF MATERIALS

The Library Director is responsible for all materials in the library collections. Material selectors, using professional judgement, choose and discard materials for the library collections within the scope of assigned areas. Purchase suggestions from library patrons are welcome and given consideration.

The Library provides free access to materials in a variety of formats. From time to time, the Library Director, in consultation with staff, will determine if and when a new format is needed. New formats will be added based on patron need, availability, cost, ease of upkeep, and general community interest. Current formats provided by the library include: print, media, specialty kits, historical documents and artifacts, and digital resources.

General criteria for selecting material are listed below. An item need not meet all the criteria to be acquisitioned:

- 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

General criteria for selecting outside links for the Library's website are listed below. A website need not meet all the criteria to be included:

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

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.

Scope of Young Adult Collection

This collection encompasses fiction and non-fiction materials in different formats. This collection is a circulating collection.

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.

Scope of Historical Collections Room

The collection housed in the Historical Collections Room is a non-circulating collection. 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 A). Inclusion to the collection will be determined by the Library Director, Archivist, and Historical Librarian. Removal from the collection will be determined by the Library Director, Archivist, and Historical Librarian. Upon removal, the archivist will complete a De-Accession Form (Appendix B).

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

Collection maintenance guidelines are adapted from the CREW method. CREW stands for Continuous Review, Evaluation, and Weeding. As materials are regularly added to the collection, ongoing maintenance is necessary to ensure collections are in good condition with relevant and up to date information. Part of maintaining the collections is performing regular weeding. Weeding is a vital process for an active collection. Staff will perform weeding on a continual on-going basis. Materials may be removed from the collection according to accepted professional practices including, but not limited to, the following:

- Poor content
- Poor physical condition
- Unused materials
- Of little historical significance
- Multiple copies of singular titles

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 removed from the Library's collections may be given to the Friends of the Galena Public Library, INC. for their Annual Book Sale, offered to other libraries, given to Better World Books, or may be disposed of by other means.

INTERLIBRARY LOAN

The Library makes every effort to maintain a collection that satisfies the needs of its patrons. When patrons request material not in the Library's collection, the Library provides interlibrary loan (ILL) service in order to accommodate those requests.

ILL is the process by which a library requests materials from, or supplies materials to, another library. Through ILL, patrons may request materials from other libraries within the Library's consortia and from other Illinois libraries that participate in ILLINET. The requested materials are sent to the Galena Public Library, where the patron may check the items out (or use in the library, if so stipulated by the owning library). Reciprocal borrows are unable to utilize the ILL service.

The Library affirms that interlibrary is an adjunct to, not a substitute for, the library's collection. The Library exhausts local resources first, including its own collection, the PrairieCat consortium collection, and those of libraries in the Reaching Across Illinois Library System (RAILS), before requesting items from libraries out of the system. The Galena Public Library District endorses the Illinet Interlibrary Loan Code, the American Association Interlibrary Loan Code, and complies with Copyright Law (17 U.S.C) and its accompanying guidelines.

PROCEDURE FOR REQUEST FOR RECONSIDERATION

The Library does not endorse opinions contained in its materials. Patrons are free to enjoy, dislike, or ignore any item in the collection. However, no one is free to restrict another's use of library materials.

To initiate a request for reconsideration, the procedure, as necessary, is as follows:

1. A Request for Consideration of Library Materials (Appendix C) must be completed. This form is reviewed by the Library Director and other staff to determine whether the item should remain or be removed from the collection. The Library Director and staff will examine the material as well as critical reviews of the material.
2. The Library Director, or appointed staff member, will write a letter to the patron who initiated the request announcing the decision concerning the material in question.
3. Patrons who do not accept the Library Director's, or appointed staff's, decision may appeal to the Board of Trustees.
4. The reconsideration process will be completed in a reasonable amount of time.

APPENDIX A: DEED OF GIFT FORM



Library Use Acc. No. _____

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 B: 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 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 C: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL



Type of Material (select one):	
<input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> CD <input type="checkbox"/> Audiobook <input type="checkbox"/> Video <input type="checkbox"/> Other (please specify):	
Title:	
Author/Creator:	
Publisher:	
Date of Publication:	
Request Initiated by:	
Name:	
Address:	
City, State:	
Telephone:	
Email:	
Do you represent? (select one):	
<input type="checkbox"/> Yourself	
<input type="checkbox"/> An Organization (name):	
<input type="checkbox"/> Other group (name):	

To what in the work do you object? Please be specific.

Did you read/listen/view the work in its entirety?

Yes

No

If no, why not?

What parts did you read/listen/view?

What do you believe is the theme of the work?

Have you read/listened/viewed reviews on this item? Please reference sources that agree with your opinion.

What item of value would you recommend that would convey a similar perspective/theme of the subject matter?

What do you think might be the result of reading/listening to/viewing this work?

Please read the attached Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The library supports the principles set forth in these documents. Do you feel your request is in conflict with these documents?

If no, why not?	
If so, please explain why your request outweighs adherence to these principles.	
What would you like the library to do about this work?	
Print Name:	
Signature:	
Date:	

Send the completed form to:
Library Director
Galena Public Library District
601 S. Bench St.
Galena, IL 61036

Revised and approved: May 21, 2013

Revised: February 10, 2020

Revised: September 12, 2022