

The mission of the Moline Public Library is to “promote the power of lifelong learning to its diverse community through quality resources and services.” To this end, the Moline Public Library’s Collection Management Policy establishes the processes used for managing the Library’s collection of materials, information, and resources. This document consists of collection management strategies utilized by the collection management staff and is intended to keep the staff and public informed of the protocol used in managing the Library’s collection.

### **The Library Environment**

As a public, tax-supported institution, the Moline Public Library serves many populations within a diverse community. This includes, but is not limited to, citizens of the City of Moline and residents of communities outlined in the Quad-LINC reciprocal borrowing access statement of the Prairie Area Library System. The function of the Library’s collection is to provide access to a broad range of materials representing a variety of viewpoints, as outlined in the American Library Association’s Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and upholds the standards for public library services set forth in the Illinois Library Association’s *Serving Our Public: Standards for Illinois Public Libraries*.

### **Strategic Analysis**

The Moline Public Library’s Plan for Excellence, 2003-2007, states the Library will “Evaluate current collections” and “Identify new collections.” Accordingly, collection managers continually evaluate the collection’s strengths and weaknesses, and investigate opportunities to enhance the quality of and the access to the Library’s resources.

### **Strategies**

With the guidance of the Illinois State Library Standards, selection staff evaluate and adjust the materials budget as needed to reflect the demands of the community and demographics. Selection staff maintain communication with staff and the public to determine these demands and trends. Selection staff keep current on new technology and formats and direct appropriate funds to the development of these collections. Selection staff utilize reports, demographics, statistics, and surveys to identify collections for development as well as duplication and de-selection, with the guidance of the CREW

(continuous review, evaluate, and withdraw) method of collection management. An inventory of specific collections and subsequent review will be performed annually paying particular attention to usage, condition, and relevancy.

### **Collection Management**

The library uses several resources, both print and electronic, in the review and evaluation of library materials acquisition. Reviews, patron recommendations, and/or public demand are considered in the general selection of materials. Additional consideration is given to focus collections and collections in need of development using the following criteria: support of Library's mission, format, content, and accessibility. To maintain the effectiveness of the Library's collection, the collection managers continually reevaluate materials that are out-of-date, in poor condition, or no longer of interest or in demand. Titles withdrawn by reason of condition, loss or damage are considered for replacement. The library does not automatically replace all materials withdrawn because of loss, damage or wear.

### **Gifts**

The Library accepts gifts of materials with the understanding that the same guidelines of selection are applied to gifts as to materials acquired by purchase. The Library does not accept the donation of textbooks and/or materials in poor condition. The Library retains unconditional ownership of all gifts.

### **Policy Revision**

This policy will be reviewed by the Library Board of Trustees every two years pursuant to 75 ILCS 5/4-7.2, Selection and Use of Library Materials.

This policy replaces the Materials Selection Policy

*Board Approved 07/04  
Reviewed 07/06*

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