



Collection Development Policy

The Mission of the Moline Public Library is to promote the power of lifelong learning to our diverse community through quality resources and services.

The vision for Moline Public Library is a treasured community resource offering diverse materials in a state-of-the-art environment, providing vital access to information and personal enrichment to people of all ages.

Responsibility for Collection Management

The responsibility for selection of library materials is vested with the Director, acting in accordance to the policies set and budget adopted by the Library Board of Trustees, and members of the professional staff who are qualified by their education and training.

Parameters of the Collection

The Moline Public Library will make every attempt, within financial limits to meet the needs of our community. The Library builds and maintains a diverse and balanced collection of quality materials, including items of temporary significance and permanent value. Because the library serves the public, a wide range of ages, educational backgrounds and reading skills, materials of varying complexity are selected. All material formats will be considered for selection.

Materials

The library's collection will include, but will not be limited to, the following types of publications: books (hardback and paperback), periodicals, newspapers, microfilm, audio books, music CDs, videos, computer software and electronic information. The library's circulating collection will generally not include textbooks, pop-up books, or self-published works unless of local interest.

Material Selection

1. Adult Fiction

The library provides a collection of standard classics and contemporary fiction titles.

2. Adult Nonfiction

The library maintains a collection of general interest nonfiction titles to provide for the information and browsing interests of library patrons.

3. Periodicals

The library maintains a collection of magazines for informational and recreational use.

4. Newspapers

Newspapers are selected to provide for local, state, regional, and national coverage.

5. Reference Materials

Non-circulating reference materials are selected to provide timely and accurate information on a wide variety of topics.

6. Young Adult Materials

The library provides a collection of fiction and non-fiction materials of special interest to young adults.

7. Children's Materials

The library maintains a variety of children's materials to meet the recreational, educational, and cultural needs of children.

8. Local History

The library will collect material pertaining to the City of Moline, Rock Island County, the Quad City metro area, and the State of Illinois (in priority order). Books will be the primary material selected for this collection with other material formats as a secondary focus. Materials on local history will be collected. Genealogy research materials will not be collected.

9. Non-print Materials

The library will maintain a physical collection of standard and currently popular entertainment as well as educational, instructional, and documentary non-print materials.

10. Online Materials

This collection includes annual subscriptions to citation and full-text databases, Electronic Resources, including, but not limited to: eBooks, Eaudiobooks, Emagazines—online music and video resources, and instructional programs.

11. Passes to local area attractions

The library provides passes to area museums, zoo, and area attractions.

Criteria for selection, replacement and withdrawal

Criteria for selection of materials:

1. Reviews in professional library journals, publisher's catalogs and websites, and other media sources

2. Current and historical significance
3. Professional judgment
4. Budgetary considerations
5. Credibility of the author and/or publisher
6. Timeliness of subject matter
7. Contributes to diversity or breadth of the collection
8. Affordability
9. Recommended Reading and Curriculum Lists
10. Current and anticipated needs and interests of the public, including patron demand. "Material Recommendation" forms are available.
11. Items requested via Interlibrary Loan

Weeding

Weeding is an important step keeping the collection relevant and accurate and facilitates more effective use of space.

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn, or replaced based on the following:

Physical Condition

Circulation of item

Accuracy

Copyright Dates

Quality of Material

Reading Level of Material

Duplication of Materials/Availability of similar materials in the collection

Demand

Newer or revised editions have been acquired

Original selection criteria were followed

Availability at other local libraries

Licensing

Technical Support

In-print Status

Missing Pieces

Obsolete Formats

The library will not withdraw an item because a patron wishes to purchase it. Withdrawn items in good condition are given to the Friends of the Moline Public Library to sell in their bookstore to raise funds for library.

Gifts

Gifts of materials are subject to the Library's Gift and Donation Procedure, Appendix 1.

Provision for User Requests

The Moline Public Library encourages input from the community concerning the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

Any material suggestions not purchased by the Moline Public Library may be available through the library's membership in a regional consortium. Cardholders may request materials from other libraries within the consortium be sent to the Moline Public Library on-loan. Materials not available at the Moline Public Library or through the library's regional consortium may be requested on interlibrary loan (ILL). Due to Illinois State Library policy, the Moline Public Library can only request materials via ILL for Moline cardholders. ILL requests may be subject to a loan fee.

8. Reconsideration of Materials

Reconsideration of Materials is addressed by the Library's Challenge of Materials Policy, Appendix 2.

9. Intellectual Freedom Statements

The Library subscribes to the American Library Association's Freedom to Read and Freedom to View statements, Appendices 3 and 4.

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.

Appendix 1

Gift and Donation-Procedure

The Moline Public Library has a long-standing reputation of providing quality programming and free access to resources to all since 1873. We rely on multiple funding sources to provide enhanced services to our community, including donations and memorials.

The library accepts gifts of library materials with the understanding that the same guidelines of selection and collection management are applied to gifts as to materials acquired by purchase. The library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials. Gifts will be acknowledged as time permits.

Library personnel are not certified book appraisers and cannot provide estimated value of donated materials for tax purposes. The library retains unconditional ownership of all gifts and donations subject to the following conditions.

- The library makes the final decision on all gifts/donations: whether to add to the collection, to donate to another organization, to discard or to sell the material.
- The library reserves the right to decide the conditions of display, housing, and access to the materials, e.g. classification or usage fees.
- The library reserves the right to withdraw the gift/donation from the collection according to the collection maintenance guidelines.
- Material not added to the collection or withdrawn will not be returned to the donor.

Materials purchased with memorial funds and materials presented as memorials must meet the same criteria as purchased materials. Memorials may be acknowledged and marked with an appropriate bookplate.

*Board Approved 05/12/05
Revised 10/16*

Next Review Date 10/21

Appendix 2

Challenge of Materials Policy

1. Upon receipt of a request for formal reconsideration of library material by a citizen of the

City of Moline, the director shall:

a. Appoint a reconsideration committee including the following:

- a Library Department Head
- a member of the materials selection staff

b. The director shall arrange a reconsideration committee meeting within 10 working days after the complaint is received.

2. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the Library's Collection Development Policy

3. The reconsideration committee shall:

a. Examine the challenged resource;

- b. Determine professional acceptance by reading critical reviews of the resource;
- c. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
- d. Discuss the challenged resource in the context of the Library's service areas as stated in the Collection Development Policy
- e. Discuss the challenged item with the individual questioner when appropriate;
- f. Prepare a written letter which shall be mailed to the Moline citizen who brought the reconsideration request

4. If the patron is not satisfied with the decision of the reconsideration committee, he or she will be given the opportunity to present the complaint to the Board of Trustees for final review. The complaint may be either by letter or by making prior arrangements to be on the agenda of a Board meeting. The material in question shall not be removed from use pending final action.

The Board will consider the complaint, examine the material in question, and review the Librarian's recommendation. The Board will determine if the material in question meets the criteria of the library's Materials Selection Policy.

As the Board does not act in a censorship role, the decision whether to retain the material in the collection shall not be based on the individual political, moral or aesthetic views of the Board members. The presence of a book or other material in the collection shall not constitute an approval or endorsement of the views contained in it. The library subscribes to the Library Bill of Rights, which states that the freedom to read is essential in a democracy and guaranteed by the First Amendment of the Constitution. It would therefore conflict with the public interest for the Board to impose its own views as a standard for determining what books should be made available to the public.

The decision of the Board shall be final and shall be reported to the complainant.

This policy shall be reviewed every five years by the Board of Directors.

Patron's Opinion of Library Materials

Name:

Address:

Phone Number:

E-mail:

Title:

Author/Artist:

Format: Book Audiobook Video/DVD Magazine
 Electronic Resource Other

1. Have you read/listened/viewed the material in its entirety? If not, which sections?
2. What do you object to in the material and why? Please be specific; cite pages or sections.
3. What do you believe is the theme of this material?
4. Do you think people who want to read/listen/view this material should be able to find it in the library?
5. Do you think other groups or members of the community should have the right to keep you from having access to library materials that they disapprove of?
6. In your opinion, do parents have the right and responsibility for guiding their own children's reading/viewing/listening?
7. In your opinion, do you think other people should be able to determine what you, your children and other members of the community should be able to read/view/listen to?
8. What action do you recommend regarding this material?
9. Is there an item that you would recommend be added to the library's collection?
10. Do you represent yourself? An organization? The name of the organization?

Signature:

Date:

A copy of the Moline Public Library's Collection Development Policy is available upon request.

Appendix 3

American Library Association's Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought

requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
3. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
4. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or

- government or church. It is wrong that what one can read should be confined to what another thinks proper.
5. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
 6. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
 7. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
 8. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
 9. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
 10. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
 11. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
 12. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will

recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

13. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*
14. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix 4

American Library Association's Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed January 10, 1990, by the ALA Council

Board Approved 03/13/14

Next Review Date 10/21