

The Moline Public Library inspires lifelong learning, creates community, and transforms lives with quality resources and services.

Responsibility for Collection Management

Selection and maintenance of the library collection is directly overseen by department management staff, as authorized by the library director. Material selection and collection maintenance is assigned to qualified library staff by department management staff.

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 format will be considered for selection

Materials

The library's collection will include a selection of formats that will broadly appeal to a diverse population including print and non-print materials, digital collections, media formats, electronics, and other emerging formats.

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
12. The library's circulating collection will generally not include textbooks, pop-up books, or self-published works unless of local interest.

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 Older items are repaired, withdrawn, or replaced based on any combination of the following: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 not 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 the library.

Gifts

Gifts of materials are subject to the Moline Public 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.

Reconsideration of Materials

Reconsideration of materials is addressed by the Moline Public Library's Challenge of Materials Policy, Appendix 2

Intellectual Freedom Statements

The library adheres to the American Library Association's [Freedom to Read Statement](#) and [Freedom to View Statement](#)

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.

Collection Development Policy - Appendix 1

Gift and Donation – Procedure

The Moline Public Library has a long-standing reputation for providing quality programming and free access to resources to all. 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 gift/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.

Collection Development Policy - Appendix 2

Challenge of Materials Policy

1. Upon receipt of a request for formal reconsideration of library materials by a resident of the City of Moline, the director shall:
 - a. Appoint a reconsideration committee including the following:
 - i. A library department head
 - ii. 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 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 Material 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 adheres to the [Library Bill of Rights](#), which explains 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.

Board Approved 05/12/05

Revised 10/16

Revised 3/22

Next Review 3/24



Patron's Opinion of Library Materials

Patron Name:		Address:	
Phone Number:		Email:	
Title of Material:			
Author/Artist:		Format:	

1. Have you read/listened/viewed the materials in its entirety? If not, which selections?
2. What do you object to in the material and why? Please be specific; cite pages or selections.
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 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.