Collection Development Policy

I. Purpose

A. The purpose of the Collection Development Policy is to outline the guidelines and objectives related to the growth and development of the library's collection of materials and resources.

B. Resource selection at Mount Prospect Public Library (MPPL) is guided by the American Library Association's (ALA) Freedom to Read Statement, Freedom to View Statement, and Library Bill of Rights, which have been endorsed by the National Education Association and the American Booksellers Association. All library resources are selected for values of interest, information, enlightenment, and recreation of the people of the community.

C. Whenever possible, resources will be selected that make available for each topic a fair representation of divergent opinions, theories, and points of view.

D. The library adheres to 23 Illinois Administrative Code 3035.460 (g) which specifies that materials should not be proscribed or removed because of partisan or doctrinal disapproval. The library will protect the intellectual freedom of the library user and shall prevent censorship of its library materials, ensuring that items are not withdrawn from the library collection merely because individuals or groups object to the material.

II. Philosophy and Goals

A. In a free society, information from all points of view in all fields should be readily available so that individuals may decide which ideas are meaningful to them. In our society, the public library is the institution that provides free access to these ideas, even though they may be unacceptable to some. The library, consequently, has the responsibility of selecting resources that reflect varied points of view. Since the library has a responsibility to protect the rights of all users, it does not limit the scope of its collection; neither are its resources placed in restricted areas because some individuals may object to their accessibility. Monitoring the reading, viewing, and listening resources for children is entirely the responsibility of parents or legal guardians.

B. The library's objective is to select, organize, preserve, and make freely available resources within the limitations of space and budget, which will aid in the pursuit of education, information, lifelong learning, research, recreation, culture, and in the creative use of leisure time. MPPL provides resources and services on an equal basis to all residents of Mount Prospect.

C. The needs, interests, and points of view of the residents of the Mount Prospect community range over the spectrum of all subjects inherent to contemporary society. The library has a responsibility to provide a diversity of resources. The library strives to maintain awareness of, and to anticipate shifts in, contemporary culture. Resources are selected to reflect these changes and shifts as well as changes in educational, cultural, economic and intellectual patterns, mobility of population, and the impact of new technology.

D. MPPL values the wide range of backgrounds, perspectives, and experiences that make up the community. We are committed to creating a welcoming environment for all and strive to support and educate patrons regardless of age, race, gender, ability, or any other personal characteristic.

III. Responsibility For Selection

A. Final responsibility for materials selection rests with the Executive Director, who administers the library under the authority of the Board of Library Trustees. Staff members participate in the selection of library resources under the guidance of Collection Development Librarians and appropriate Department Heads.

IV. General Materials Selection Guidelines

A. Criteria for Selection
   1. Accuracy, presentation of subject, viewpoint of author
   2. Appropriateness of the resource and/or illustrations for the intended audience
   3. Authority of the author
   4. Availability in other local libraries
   5. Availability of technical support
   6. Availability from domestic vendors
   7. Clarity of presentation
   8. Community needs and demands
   9. Ease of use
   10. Licensing and networking requirements
   11. Permanent value to the collection
   12. Price
   13. Readability, literary merit, organization of material
   14. Relationship to other resources in collection
   15. Representation of various interests and viewpoints
   16. Reputation of the publisher
   17. Requirements for special housing or packaging
   18. Reviews in authoritative sources
   19. Sound quality
   20. Suitable physical format – size, paper, print, binding
   21. Timeliness and importance for contemporary society
   22. Visual quality

B. The library is committed to maintaining a collection that reflects human creativity, innovation, and expertise. As such, the library does not purchase or accept donation of materials that are primarily generated, authored, or written by artificial intelligence.

C. Textbooks. Textbooks are purchased when no other resources in a given field are available, or to provide a basic understanding of a given discipline. No attempt is made to supply student demands for textbooks in specific subjects. Textbooks to support local school curricula are not purchased.

D. Patron Requests. Suggestions for purchase of resources are encouraged by Mount Prospect residents and are given serious consideration based on the library's Collection Development Policy. Requests are not automatically purchased.

E. Deselection Guidelines
   1. In addition to acquiring new materials, it is important to remove from the existing collection those items deemed no longer useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or

infrequently used materials and supports the public's right to access an appealing and relevant collection. Selectors systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

2. Criteria for Deselection:
   i. Accuracy, presentation of subject, viewpoint of author
   ii. Availability in other local libraries
   iii. Community demand
   iv. Expense of replacement
   v. Long-term or historical significance
   vi. Multiple copies
   vii. Physical condition
   viii. Publication date
   ix. Relationship with other resources in collection

F. Replacements. Titles withdrawn because of loss, damage or general condition are considered for replacement. The same considerations applied in the original selection apply to replacements.

V. Adult Collection

A. Materials in the Adult collection are selected to meet the general educational, informational, cultural, and recreational needs of adults and secondary school students. A broad range of topics and viewpoints are represented in order to serve the diverse needs and interests of the community.

VI. Teen Collection

A. Materials in the Teen collection are intended to meet the needs of young people in grades 6-12. The collection includes resources with a wide range of reading, comprehension, and maturity levels; therefore, selection may not be age appropriate for every person in the targeted age range. A broad range of topics and viewpoints are represented in order to serve the diverse needs and interests of the community.

VII. Youth Collection

A. Materials in the Youth collection are intended to meet the needs of children from birth through grade 5 as well as parents, teachers, and other caregivers. They are intended to generally enhance local schools' curricula. A broad range of topics and viewpoints are represented in order to serve the diverse needs and interests of the community.

VIII. eMedia Collection

A. The eMedia collection includes materials in electronic form such as e-books, audiobooks, streaming videos, online newspapers/journals, and full-text databases. The library acquires items for the eMedia collection through purchasing perpetual access, annual subscriptions, and selectively adding items that meet the library's selection criteria. Most databases are subject to negotiated contracts that stipulate the terms and conditions of access.

B. Items in the eMedia collection may be removed from the library's collection using the same criteria as books or other materials, e.g., out of date, inaccurate, unnecessary and duplicative, or rely on outdated

technology. Many eMedia resources are annual subscriptions, with continued access subject to availability of funds in each budget year.

C. MPPL cardholders can access the library's eMedia collection through the online catalog, library website, and/or through dedicated resource apps. Almost all eMedia items are available remotely via a wide variety of personal devices. The library places a priority of enabling remote access whenever possible.

IX. Library of Things Collection

A. The Library of Things, including Library of Things Junior, is a collection of non-traditional, occasional use materials. Items in this collection provide access to resources patrons might not normally have contact with and promote experiential learning. The Library of Things is not intended to be comprehensive and is limited by the funds and storage space available.

X. South Branch Collection

A. The South Branch collection meets the needs of the Mount Prospect's community with a focus on the particular needs of the population located in the southern portion of Mount Prospect.

B. The collection consists of print and non-print resources in English and world languages that meet the needs of the local community.

XI. Collection Displays

A. Library staff regularly create displays of books and other resources. The purpose of these displays is to keep the public informed of the materials held by the library and to provide opportunities and encouragement for people to use the library's services and materials. Displays may be created:

1. To showcase new materials
2. To promote a theme related to library services, collections, or programs
3. To bring together library materials from several subject areas that relate to a theme of current interest
4. To highlight current issues, events, or other subjects of public interest
5. To commemorate heritage, history, or awareness months/days

XII. Complaints and Challenges

A. Mount Prospect residents may submit a formal complaint regarding a specific title in the collection. All complaints will be reviewed in accordance with the library's Collection Development Policy. Decisions will be issued by staff and can be appealed to the Board of Library Trustees. Once a title has been reviewed, it will not be reconsidered again for a period of one year. Complaints submitted by non-Mount Prospect residents will not be addressed.

Revision History

Board approved revisions: 05/15/2025, 06/20/2019, 03/19/2009, 01/17/2008, 03/21/2002, 03/15/2001, 10/19/2000, 03/16/2000, 04/15/1999, 03/20/1998, 01/16/1997, 03/16/1995, 03/1993, 10/10/1984, 12/18/1980, originally adopted 02/21/1966.