

ELIZABETH TITUS MEMORIAL LIBRARY COLLECTION MANAGEMENT POLICY

I. COMMUNITY SERVED:

The Elizabeth Titus Memorial Library is a city library located at 2 W. Water, Sullivan, Illinois, situated in Moultrie County. The population served within the city limits is approximately 4400. The library also serves rural residents in the area. The Library provides service Monday through Saturday, 59.5 hours per week.

II. STATEMENT:

The Elizabeth Titus Memorial Library endorses the principles of intellectual freedom inherent to the *1st Amendment of the Constitution of the United States*, the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement of the American Library Association*.

III. MISSION STATEMENT:

The mission of Elizabeth Titus Memorial Library is to provide popular materials in a variety of formats to all potential users, and to serve as a center for community activities and programs. Further, the library will support the formal education programs, and will be preschoolers' door to learning.

IV. RESPONSIBILITY:

The Board of Trustees of Elizabeth Titus Memorial Library is ultimately responsible for the selection of materials, and delegates the responsibility to the Director for the actual selection of material.

V. PARAMETERS OF COLLECTION:

It is the objective of Elizabeth Titus Memorial Library to provide access to a wide selection of materials in a variety of formats to ensure equal access for the disabled of all ages. Materials selected will be responsive to the informational, recreational, cultural and educational needs of the community. All backgrounds, abilities, and levels of education identifiable in the community served by the library will be taken into consideration as materials are selected.

Collection Management Policy
(Parameters continued)

The library will provide materials giving varied points of view of controversial issues. The race, religion, nationality, or political views of the author, the frankness or coarseness of language, the controversial content of an item or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically excluded or included.

The addition of an item to the collection in no way represents an endorsement by the library of a theory, idea, or policy contained in it.

All material will be made available for public access. Patrons are free to select or reject for themselves any item in the collection. Responsibility for materials selected for or by a child must rest with his/her parent or guardian, not with the library.

All circulating material will be made available for interlibrary loan. Interlibrary loan requests will adhere to the Elizabeth Titus Memorial Library's Interlibrary Lending Policy and procedures set forth by Illinois Heartland Library System and/or the Illinois State Library.

VI. CRITERIA FOR SELECTION, REPLACEMENT, WITHDRAWAL:

This criteria will provide guidelines for the selection and maintenance of the library collection. Space, budget, and long range collection development goals will be taken into consideration. Criteria used for collection development would include :

- Artistic excellence
- Award winning or "classic" titles
- Contemporary or historical significance
- Current interest
- Favorable reviews
- Intended age and reading/listening/viewing level
- Local interests and needs
- Price
- Scarcity of materials on a particular subject or by a particular author
- Staff and patron requests
- Technical quality
- Value as source/resource materials

(Criteria for Selection, Replacement, Withdrawal continued)

To ensure an active collection that is useful and circulating, the weeding process will be continuous. The criteria for weeding (withdrawal of materials) would involve consideration of the following:

Accuracy
Frequency of use
Physical condition
Relevance to collection
Replacement

VII. GIFTS:

Elizabeth Titus Memorial Library encourages the donation of materials to the collection. All donations will be subject to the same evaluation and criteria stated in this policy. If donations do not meet the needs of the collection or selection criteria they may be discarded, recycled, shared with other libraries, sold, or if requested, returned to the donor.

Elizabeth Titus Memorial Library encourages the gifts of memorial materials and monies for the purchase of such materials. Memorial donations and purchases will be marked with an appropriate bookplate. All monetary donations will be handled in accordance with the Elizabeth Titus Memorial Library's Memorial Fund Collection and Disbursement Policy.

VIII. RECONSIDERATION OF MATERIALS:

Should any material be questioned, the principles of intellectual freedom, the right to access of materials, and the integrity of the library personnel must be defended.


If a complaint is made the following procedure is recommended:

1. Complainant should be informed of the selection procedure and provided with a printed copy of the policy adopted by the Board of Trustees.
2. The complainant should be requested to submit a written formal request for reconsideration of the item if he/she is not satisfied with the selection procedure.
3. Challenged material should be kept in circulation during the reconsideration process.
4. When a request is submitted a review committee consisting of two trustees and the director should be appointed by the President of the Board of Trustees to review the challenged material. The committee should report to the Board within 30 days.

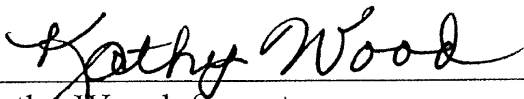
(Reconsideration of Material continued)

5. The review committee should meet its obligations by:
 - a) reading, viewing, or listening to the challenged material in its entirety
 - b) checking established and accepted selection tools with a view to gauging the general acceptance of the challenged material
 - c) establishing the relevance of the challenged material to user needs
 - d) providing a written recommendation concerning the challenged material
6. The Board of Trustees shall inform the complainant of the decision in writing.

The Collection Management Policy was reviewed and approved by the Board of Trustees on June 28, 2011.



Sue Sides, President



Kathy Wood, Secretary