

Lincoln Library Collection Development Policy

Collection Principles

Lincoln Library strives to provide the local community with a comprehensive collection of materials representing broad areas of knowledge—within the limits of space and budget—which aid in the pursuit of education, information, research, recreation, and culture. As a result, materials are selected to reflect changes in educational, cultural, economic and intellectual patterns, and the impact of new technology.

In an effort to freely provide materials and access to resources representing diverse and sometimes controversial opinions on an issue, materials will not be excluded because of political, social, religious, or moral ideas expressed within. The library's acquisition of an item is not an endorsement of the item's content, but rather an expression of the library's support of intellectual freedom. The library has a responsibility to protect the rights of all users and therefore does not limit the scope of its collection; neither are materials placed in restricted areas because some individuals may object to their content. Responsibility for a child's use of library materials lies solely with his or her parent or guardian.

The library adheres to the [First Amendment to the Constitution](#) as well as principles of intellectual freedom adopted by the American Library Association:

- [Library Bill of Rights](#)
- [Freedom to Read Statement](#)
- [Freedom to View Statement](#)
- [Code of Ethics](#)
- [Core Values of Librarianship Statement](#)

Responsibility for Selection

Collection management is performed by professional librarians, who have obtained an ALA-accredited master's degree in library science, under direction of their designated department manager. Ultimate responsibility for materials selection resides with the Library Director.

Budget

The materials budget is recommended by the Library Director and approved annually by the city council.

Scope of the Collection

Lincoln Library's physical collection of over 230,000 books and other media provides a wide variety of materials for people of all ages in a diverse array of formats including: print, audio visual media, electronic resources, and other items such as multimedia kit or microfilm. Electronic materials are obtained through license agreements, making a broad range of

databases, eBooks, eAudiobooks, eVideos, and music accessible through the library's website and catalog.

The Sangamon Valley Collection provides access to local history and genealogical documents relating to the Sangamon River Valley area, focusing on the immediate local area of Springfield, Illinois, and Sangamon County.

Selection Criteria

Professional staff use their training, knowledge, and expertise along with the general criteria listed below to select materials:

- Accuracy and clarity of presentation and/or content
- Quality, literary and technical merit or artistic excellence, visual and/or sound quality, or award -winning
- Public demand, current or anticipated interest, or needs of the community
- Extent of publicity, critical reception, or reviews from professional journals and other authoritative sources
- Subject area and representation of various interests and viewpoints
- Relevance to existing collection's strengths and weaknesses and contribution to overall collection balance
- Timeliness of material
- Prominence, authority, and/or competence of author, creator, or publisher
- Contemporary or historical significance, popular interest, or permanent value
- Suitability of physical format (size, material type, binding) to library circulation, use, and housing
- Availability of material for purchase, at other libraries, online, and similarity of sources
- Cost, library materials budget, and space

Additional electronic criteria:

- Licensing and networking requirements
- Cost per use, metered use, and single copy single use availability and pricing comparison
- Comparison of content and electronic formats with other electronic platforms and formats as well as physical formats
- Ease of use
- Accessibility and operational capacity on various systems and devices, system and hardware requirements
- Vendor training, support, and technical support
- Search aids

This list of selection criteria is not exhaustive and other criteria may be considered.

Textbooks

Textbooks may be purchased when no other material in a given field is 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.

Suggestions

To ensure the acquisition of resources desired by library users, suggestions are always considered for addition to the collection. A request may be made by completing the online [Purchase Request Form](#), or by placing a request at any of the library's public service desks or over the phone.

Collection Management

Professional librarians conduct systematic and continuous evaluation of materials in the collection to ensure materials meet the community's changing needs. Materials that are damaged, in poor condition, obsolete, unused, old editions, superseded, inaccurate, or unnecessary duplicates are withdrawn. When evaluating materials for removal from the collection, the library uses contemporary methods of deselection based on established practices derived from current, professional publications on weeding in a public library. Additionally, professional staff assess the need for replacement of removed materials or those that are damaged, lost, or missing. Items are not automatically replaced, as decisions are based on general selection criteria and availability.

Local Authors

Lincoln Library welcomes donations of material by Springfield and Sangamon County authors. Local authors wishing to donate books must meet the following criteria:

- The work must be bound. The binding must be strong enough to withstand multiple readings/circulations. Spiral bound books will not be accepted.
- A maximum of two (2) copies will be accepted.
- All materials must contain an ISBN (international standard book number) in order to be cataloged.
- World Language materials are accepted.
- Audio visual material and eBooks are not accepted at this time. Print works with accompanying CDs and DVDs are also not accepted.

Once donated, local author books become the property of Lincoln Library. Lincoln Library reserves the right to choose which donations meet the library's mission, and as a result, which will be added to the library's collection. Not all donations are guaranteed to be added to the collection. Local author works that are added to the collection are subject to the same

maintenance guidelines that exist for the section in which the donated local author book resides. Once withdrawn, a book will not be returned to the contributor. When an item is donated, the author will be asked to provide the following information for cataloging purposes: full real name of the author; full title from the title page (not the cover); date of publication; number of pages (if applicable). Lincoln Library staff will not provide reviews of local author works.

Gifts

Lincoln Library accepts gifts of books and other materials that are in good condition and that meet the criteria of the Collection Development Policy. The library reserves the right to accept or reject gifts and make decisions as to their use, housing, and final disposition. Items are not returned to donors. Gifts that are not added to the collection may be sold to benefit the library, recycled, or given to another nonprofit organization.

Reconsideration of Materials

Persons from Lincoln Library's community who wish to request the library reconsider the inclusion or exclusion of a specific item in the collection must complete a "Request for Reconsideration of Library Materials" form (Appendix A). This form will be reviewed by the librarian who selected the material (if applicable), the appropriate department manager (Access Services Manager, Adult Services Manager, Youth Services Manager, or Sangamon Valley Collection Manager) and the Library Director in relation to the library's mission, the selection criteria of the library's Collection Development Policy, as well as the principles of intellectual freedom adhered to by the library. After evaluating professional reviews and other materials submitted by the community member and staff, a written response will be sent to the individual at the earliest possible date.

Approved by Lincoln Library board 10/2018

Appendix A

Reconsideration of Library Materials

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. Lincoln Library does not declare particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by guests, but will be governed by the library's mission, its Collection Development Policy, and principles of intellectual freedom in making additions to or deleting items from the collection.

Individuals who request the reconsideration of library materials will be asked to put their request in writing and sign the "Request for Reconsideration of Library Materials" form. Each section of the form must be completed in full. Incomplete forms will not be reviewed.

Upon receipt of a completed, formal written request, the Director will review the reconsideration request along with the librarian(s) responsible for the subject area of the item in question (if applicable) and the appropriate department manager (Access Services Manager, Adult Services Manager, Youth Services Manager, or Sangamon Valley Collection Manager). The Library Director will communicate the group's decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Library Director will inform the Lincoln Library Board of Trustees of all requests for reconsideration of library materials and their disposition.

Request for Reconsideration of Library Materials

Author/Artist _____

Title _____

Book _____ Periodical _____ Other (name) _____

Publisher/Date _____

Please indicate specifically the nature of your objection about this item. (Cite pages or other details as necessary.)

Have you read/viewed/listened to the entire work or only parts?

If you did not examine the entire work, please indicate the portions you completed.

Please state specifically what you believe to be the primary harm which might occur from this item.

What are the positive points of this material?

What would you like the library to do about this work?

Are there resources(s) you suggest to provide additional information and/or other viewpoints on this topic?

Have you read the Lincoln Library Collection Development Policy? Yes ___ No ___

Request initiated by (please print):

Address _____

City _____ State _____

Zip _____

Phone Number _____

E-mail Address _____

Do you represent:

Self _____ Organization/Group (name) _____

Date _____

Signature _____