

**Ida Public Library**  
**Collection Development Policy**  
**(Updated 2023)**

## **Introduction**

Ida Public Library was formed in 1883 in memory of Ida Fuller Hovey with a generous donation from Ida's father, Civil War General Allen C. Fuller. The library was originally housed in the old city hall building on South State Street, which today serves as Belvidere Fire Station #1. In 1912, the present location was built at 320 North State Street. A large addition was added to that building in 1985.

Today Ida Public Library houses approximately 80,000 volumes in English and Spanish. It provides patrons with an ever-expanding range of services that include: public computer access, free access to thousands of digital e-books and audiobooks, a balanced variety of database resources and a local history collection with research assistance. The library also provides community programming that includes classes, workshops, story hours, book discussion groups and boasts a community garden.

## **Purpose**

The Collection Development Policy, approved by the Library Board of Trustees, sets forth the guiding principles for Ida Public Library's collection, the practices that maintain it over time and the guidelines that help the curators of the collection respond to community needs. The Collection Development Policy ensures that the Ida Public Library's collection will continue to meet Ida's mission to assemble, preserve, and administer materials that promote the communication of ideas, an enlightened citizenship, and enrich the personal lives of the community it serves.

## **Principles**

Ida Public Library upholds and promotes the [American Library Association](#) in the following statements.

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)

## Responsibility

The ultimate responsibility for selecting Library materials rests with the Library Director or designee, who operates within the framework of policies established by the Ida Public Library Board of Directors. The Director delegates selection responsibilities to a professional staff with the authority to interpret and apply selection policy utilizing an organized structure for budgeting, selecting, acquiring, and managing Library materials.

## Scope

In accordance with the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements, Ida Public Library provides resources for the interest, information, and enlightenment of all people of the community the library serves. Materials will not be excluded or removed because of the origin, background, or views of those contributing to their creation. Library materials are intended to highlight diversity and depth of views so that citizens may explore all issues of interest. The library upholds the right of the individual patron to access information, even though others may find the content objectionable or controversial.

Materials for children and teenagers are selected to encourage reading for pleasure, facilitate literacy, support developmental and educational needs, and reflect the needs of the community. Although the library will consider age appropriateness guidelines for the youth and young adult collections, responsibility for the reading materials of children and adolescents' rests with their parents or guardians oversee their children's development.

## Selection

For a well-rounded collection, materials are selected based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, evaluation of review copies from publishers, while also ensuring adequate availability of literary staples and age appropriateness of materials. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

All materials, whether purchased or donated, are subject to the criteria listed below:

- Current and anticipated needs and interests of the public
- Enduring value
- Treatment of subject for intended audience
- Physical durability
- Creative, literary, or technical quality/merit
- Quality of the production
- Cost and availability

- Evaluations in review media
- Professional or literary reputation of the author, publisher, or producer
- Relation to existing collection and other materials on the subject
- Space and budgetary limits
- Suitability of the format for library use
- Age appropriateness for the intended collection based upon vendor guidelines
- Availability in other formats or other library collections

An item need not meet all these standards to be included in the library's collection. The choice of library materials by users is an individual matter.

### Collection Maintenance

Continuous evaluation is necessary to ensure that the library's materials are useful and accessible. Items are regularly removed to keep the collection current, accurate, and appealing. Authority of the work and author, quality of the publisher, currency of the material, condition of the item, number of additional copies of the title, relevance to the needs of the community, and format are all considered when removing materials from the collection.

Fiction materials will be evaluated every 3 years; non-fiction every 5 years.

The library maintains a disaster plan that designates procedures for the initiation of action should an emergency arise involving the library's collection.

### Deselection

Deselection of material from the circulating collections is a vital part of successful collection maintenance. The same guidelines used for selection of Library materials provide the underlying principles for deselection, for which Ida Public Library industry-standard MUSTIE Guidelines from the CREW Method Guidelines for Weeding.

M=Misleading, inaccurate or outdated materials.

U=Ugly. Worn, tattered, yellowed, torn, or mildewed materials.

S=Superseded. Materials have been replaced with a new edition, format, or title.

T=Trivial. Material is hastily written with no real importance to the collection such as brochures or pamphlets.

I=Irrelevant. Material is not pertinent or relevant.

E=Elsewhere. Material may be obtained from another library in a consortium or through ILL.

## **Sale and Disposition of Materials**

Materials that no longer meet standards for retention are given to the Friends of the Library to be sold during annual book sales. Damaged materials that cannot be sold may be discarded.

## **Special Collections**

Ida Public Library maintains a large local history collection which operates under its own collection policy. Inquiries may be directed to the Local History Specialist or the Director of the library.

## **Gifts and Donations**

Ida Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchases materials. The donor of gift materials does so with the understanding that the library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit. Gifts not added to the collection may be donated to the Friends of the Library for their book sales. Gifts to the library cannot be returned to donor.

## **Review of Policy**

This policy will be reviewed by the Board of Trustees biennially in accordance with Illinois statute ([75 ILCS 5/4-7.2](#))

Updated policy Approved by the Ida Public Library Board of Trustees on: November 28, 2023