

3.1 Collection Development Policy

(Adopted by the Oak Park Public Library Board of Trustees on October 19, 2021)

Mission

An informed and literate citizenry is essential. The Oak Park Public Library functions as a major information source for the community and strives to provide a broad and relevant collection of materials for informational, educational, and recreational purposes to all Oak Park residents.

Purpose

The Collection Development Policy is designed to support the Library's mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

Community Statement

Decisions regarding collection development are made with an understanding of the dynamic and diverse nature of the Oak Park community. In order to best meet the needs of Oak Park residents, collection development librarians consider such factors as demographics, regional trends, national trends, popular requests, and popular usage. Additionally, our interlibrary loan (ILL) service assures access to extended resources of academic and public libraries throughout the State of Michigan and allows access to our collections in turn.

Responsibility Statement

The ultimate responsibility for selecting Library materials rests with the Library Director or designee, who operates within the framework of policies established by the Oak Park Public Library Board of Directors. The Library Director delegates selection responsibilities to a professional staff with the authority to interpret and apply selection policy.

Material Selection

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other Library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. 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.

Criteria

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
- Availability in other formats

An item need not meet all of these standards to be included in the Library's collection. The choice of Library materials by users is an individual matter. Responsibility for the material selection of minors rests with their parents or guardians.

Formats

The Library collects materials in a variety of formats including print, audiovisual, and digital. When choosing a format for a physical item, consideration is given to the condition and durability of the materials used in the item's construction and how the item will hold up over time. Materials which are delicate or require special handling may not be suitable for our collection.

When selecting audiovisual and digital materials, the most commonly used format is chosen. Formats rendered obsolete due to the prevalence of a new format will not be added to the collection.

Foreign Language Materials

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand.

Collection Maintenance

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 Oak Park uses industry-standard MUSTIE (from the CREW Method Guidelines for Weeding).

- M= Misleading--factually inaccurate
- U= Ugly--worn beyond mending or rebinding
- S= Superseded--by a new edition of by a much better book on the subject
- T= Trivial--of no discernible literary or scientific merit
- I= Irrelevant to the needs and interests of the library's community
- E= Elsewhere--the material is easily obtainable from another library

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.

Preservation

Library materials are expensive to purchase, process, and house. OPPL acknowledges the necessity of preserving Library materials and supports the American Library Association's "Preservation Policy." Damaged items that are found to still have value in our collection will be considered for mending. If mending is untenable due to continued use and wear, every effort will be made to replace those items if in accordance with collection development policies.

Reconsideration of Library Materials

If a Library user wishes the Library to consider the removal or reclassification of a work (i.e. a proposal to change a YA title to Adult), a "Public Request for Reconsideration of Library Materials" form (attached) is available on the OPPL website. The request must be completed in its entirety and mailed or delivered to the Oak Park Public Library Director in order to initiate a review of the item in question. Once such a request is received, the Library Director shall:

- a. Consider the item in question with the OPPL Collection Development Designees for review, utilizing Library Board-approved policies—and, as appropriate, the Library Bill of Rights, the Freedom to Read, the Freedom to View Statements, and the American Library Association's (ALA) guidelines on intellectual freedom.
- b. Once this process is completed, a written response, signed by the Library Director, will be mailed to the requester, stating the outcome of the review. If still unsatisfied, the requestor may present concerns to the Library Board, which is the final arbiter in matters of this nature. When necessary, information on how to do this will be included with the written response from the Library Director.
- c. The final authority regarding removal or retention of Library materials ultimately resides with the Library Board of Trustees.