

### **3.1 Collection Development Policy**

(Adopted by the Oak Park Public Library Board of Trustees on October 19, 2021; Amended Aug 20, 2024)

#### **Mission**

The Mission of the Oak Park Library is to provide materials, services and information to the diverse community within the City of Oak Park to meet the community's lifelong educational, informational, cultural, and recreational needs. This has been the catalyst for the Library's program and service development.

#### **Purpose**

The Collection Development Policy is designed to support the Library's mission statement and serves as a general guide for the selection, acquisition, maintenance, and retention of materials by establishing roles and responsibilities. Additionally, it provides a process for addressing residents' Collection Development Policy 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 Trustees. The Library Director delegates selection responsibilities to a professional staff with the authority to interpret and apply selection policy. The choice of Library materials by users is an individual matter. Responsibility for the material selection of minors rests with their parents or guardians.

#### **Material Selection**

Guided by the Library Mission, 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.

#### **Criteria Considered**

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

- Current And Anticipated Needs and Interests of The Public
- Enduring Value
- Treatment of Subject for Intended Audience
- Physical Durability / Quality of The Production
- Creative, Literary, or Technical Merit

- Quality / Accuracy of Information
- Cost And Availability
- Evaluations In Review Media
- Authority of the Author, Publisher or Producer
- Relation To Existing Collection, Other Materials on The Subject, And Space Available
- Formats

An item need not meet all of these standards to be included in the Library's collection.

### **Criteria Details**

#### **Current And Anticipated Needs and Interests of the Public**

Popular materials, topics of interest, or specific titles, featured on various media outlets, area school usage, general knowledge and / or general interest.

#### **Enduring Value**

Materials that are considered classic, commonly read in educational settings, have broadly recognized historical significance, or are otherwise known to be commonly held representations of a discipline. Materials solely about quickly passing trend topics may not be considered or may be obtained in a limited capacity within the limits of existing budget and space capacities.

#### **Treatment of Subject for Intended Audience**

The material is written in a way that is relatable by the audience for which it was intended by the publisher / author based on generally accepted reading, comprehension, and interest levels.

#### **Physical Durability / Quality of the Production**

The material is suitable for frequent public use. Materials with the following characteristics may not be purchased or accepted: spiral-bound, very thin pages, narrow margins, unusually small font, non-typical or unprofessional formatting, loose-leaf pages, faint print, low quality images, lack of bibliography or index where appropriate, low craftsmanship of artwork, three-dimensional additions, editing mistakes, or other factors that lead to the material being non-ideal for frequent public use.

#### **Creative, Literary, or Technical Merit**

The material has notable merit as a literary or creative work. The material has notable merit as technical work in its field of study.

#### **Quality / Accuracy of Information**

Materials containing information generally accepted to be inaccurate, no longer accurate, or harmful by experts in fields respective to the subject matter, may be excluded from the collection. Additionally, materials that present information in a manner that is misleading, confusing, or difficult to understand may not be considered.

#### **Cost and Availability**

The cost of adding items to the collection, in addition to the cost of the item, is considered. Materials without readily available records, such as self-published items, create higher costs for the library. Materials not available through customary vendors may incur higher costs.

### **Evaluations in Review Media**

Library, publisher, and bookseller media review resources are often consulted when choosing materials for the purpose of finding professional opinions and other information on all aspects of the material. Examples of professional information often include, but are not limited to, in-depth summaries of the item, pictorial content, length of the work, complexity of language, and intended audience.

### **Authority of the Author, Publisher, or Producer**

The reputation, expertise, or authority of the creator is considered in respect to the subject matter conveyed.

### **Relation to Existing Collection, Other Material on the Subject, and Space Available**

Consideration is given to materials already owned or accessible before purchasing or accepting donated materials on a particular subject. Space limitations, storage, and material maintenance are also considered.

### **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 "Request for Reconsideration of Access to 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.
- d. The final authority regarding changes to the Collection Development Policy, ultimately resides with the Library Board of Trustees.