Collection Development is an integral function of the Niles-Maine District Library. The Collection Development Policy sets forth the principles upon which a well-rounded and vital collection is built and maintained.

The Collection Development Manual is a document that clearly outlines the responsibility of the selectors and guides them in developing a collection of materials for the Niles-Maine District Library. It also explains to new staff and the community the mission and objectives of the Library’s collection so they can better understand the rationale behind the selection and withdrawing of materials.

The Collection Development Manual prepares librarians to responsibly determine the growth and quality of the collection; provides a basis for internal analysis of the collection for developing long-range policies, plans, and priorities; identifies subject strengths for future collection building, including retention policies; suggests most important selection tools; and presents guidelines for weeding.

The collection needs continuous evaluation to keep on target with the Library’s mission to enrich the community by meeting its informational, educational, cultural and recreational needs by providing a wide variety of materials, resources, and services as well as a friendly, experienced and professional staff in a safe and welcoming environment.

The Board of Library Trustees establishes the general policies regarding the Library’s collection. The Board shall review this policy at least every two years. The Board may hear residents’ objections to these policies or objections to the inclusion or exclusion of individual works in the collection. The Board delegates the authority to organize the District’s collection-building activity to the Library Director. This includes maintenance of the Collection Development Manual; creation, maintenance and dissolution of collections; materials-budgeting allocations; and selection, withdrawal and arrangement of materials. The Library Director is assisted by Department Supervisors in each of the public service areas who have oversight of their collections including evaluation and maintenance. The Library Director is ultimately responsible for all materials in the Library’s collection.

No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with this policy.

The Library strives within the limitations of budget and space to provide a wide range of materials that meet the diverse informational, educational, business, cultural, and recreational needs of the Library District.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The Library supports in principle the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement of the American Library Associates.

Selection of materials is based on the Library patron’s right to read and his/her freedom from censorship by others. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval. Selection will be made on the merits of the work in relation to the building of the collection and to serving the interest and needs of the readers. The addition of the item to the collection does not represent an endorsement by the Library of any theory, idea, or policy contained in it.
Library materials will not be marked or identified to show approval or disapproval of the contents, and no items will be separated from the main collections except when needed to protect from theft or injury.

The Library is responsible for providing library materials to residents and taxpayers of all ages, backgrounds and opinions. The Library does not seek to exert doctrinal influence over any person by excluding materials from the Library or by denying any citizen access to them. Therefore, the Library's collection will represent broadly the views and preferences available in print, audiovisual and computer-based materials. Available resources reflect the various levels of reading skills, library skills and subject familiarity present in the District. Separate collections are created to enhance accessibility. The Library does not restrict any patrons from using any collection because of its content. Parents or guardians who decide that restrictions are appropriate for their children are responsible for imposing and enforcing those restrictions. However, the Library has the authority to reasonably address the use of the Internet by minors. Librarians do not have “in loco parentis” authority or responsibility. As such, the responsibility for children’s reading, listening, and viewing materials rests with their parents or legal guardians. The Library staff will aid any child in the selection of materials based on his or her age group. However, no responsibility will be accepted for a child, adolescent, or teen selecting or checking out materials from the collection.

A registered Niles-Maine District Library cardholder may request reconsideration of any materials as follows: discussion with the Supervisor of the department in which the material is located; if not satisfied, discussion with the Library Director; and if still not satisfied, complete a Request for Reconsideration Form which will be presented to the Board of Directors at the next scheduled Board of Directors meeting.

Adopted by the Niles Public Library District Board of Trustees 7.1.92; 11.16.2011