



Melrose Park Public Library

Collection Development Policy

Collection Development Statement

The MPPL Collection Development Policy is designed in accordance with the library's mission and in support of the current MPPL Strategic Plan. Responsibility for this policy rests with the Board. The Board has adopted the American Library Association's Library Bill of Rights and endorses the Freedom to Read and the Freedom to view statements. The ultimate goal of the MPPL Collection Development Policy is to provide the community with access to a variety of literary, educational, informational, and recreational materials in multiple of formats .

Materials Selection Guidelines

A well-rounded, diverse collection will be selected by professionally trained staff on the basis of the following criteria:

- Popular Demand
- Relevance to Strategic Plan
- Relevance to community interests and needs (including language)
- Literary quality/reputation or significance of author or illustrator
- Currency and accuracy of information
- Price
- Physical features and format
- Authoritative reviews



Retention of Library Materials

The Library Board and staff are committed to providing a fresh, relevant collection. In order to do so, materials in the collection are assessed on an ongoing basis. Criteria for removing library materials from the collection include, but are not limited to:

- Appearance/Physical Condition
- Inaccurate/Outdated Information
- Space Considerations
- Relevancy to the needs of the community
- Circulation Statistics
- Availability of the material through interlibrary loan or reciprocal borrowing



Donations & Gifts

Donations of books and other materials are given unconditionally and will become the property of the MPPL to be used or disposed of accordingly. Staff will evaluate donations using the Materials Selection Guidelines. The MPPL reserves the right not to include a donated item in the collection. Donated items included in the collection will be subject to the same retention criteria as purchased materials.

Monetary gifts will be used to enhance library services, not to fund normal operating services.



Reconsideration of Materials

The Melrose Park Public Library will not segregate materials on the basis of controversial subject matter. Material shall not be removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual Melrose Park resident or group of residents.

Melrose Park residents who have concerns about specific library materials will be referred to the staff member responsible for that area of the collection to discuss the matter. If concerns are not satisfied after a respectful dialogue, the patron has the right to file a **Formal Reconsideration of Materials Request**.

Formal Reconsideration of Materials Request Steps

1. Staff will provide the patron with the Library Materials Reconsideration Form and a copy of the Collection Development Policy.
2. The Library Director and professional staff will review the request and the material.
3. The Library Director will respond in writing to the patron, and invite the patron to a formal discussion with the Director and professional staff.
4. If after this meeting, the patron is not satisfied, the patron may submit a written request to the President of the Board of Trustees asking that the matter be placed on the agenda of a regular board meeting, at which time the Library Board will consider the matter.