THE HAYNER PUBLIC LIBRARY DISTRICT
COLLECTION DEVELOPMENT POLICY

PURPOSE

The Hayner Public Library District's Collection Development Policy provides organized and effective strategies for long-term development and management of the library's primary resources. Primary resources include all the materials, in all formats, collected and preserved by the library to be used by the community it serves.

MISSION STATEMENT

> The Hayner Public Library District is a dynamic community resource dedicated to serving the residents of Alton, Godfrey, and Foster Township by providing an inviting environment consisting of informational, cultural, educational, and recreational resources supporting lifelong learning.

The library fulfills its mission by assembling, preserving, and administering organized and easily accessible collections of materials in all appropriate formats for public use and enjoyment. Through its resources, the library provides a forum in the community for the free and open exchange of ideas and opinions upon which democratic society, enlightened citizenship, and personal enrichment depend.

To further its mission in the community, the library will place its emphasis on the following service responses:

- Lifelong Learning
- General Information
- Current Topics and Titles
- Formal Learning Support
- Local History and Genealogy

In fulfillment of its mission, and within these stated service responses, the library maintains broadly representative and current collections of materials in various formats on all subjects of general interest to the community. All materials are selected for the breadth and depth of content and the diversity of viewpoints they will add to the library collection.

For library users interested in more intensive treatments or topics of very specialized interest, the library draws upon the broader resources of local, regional, state, and national interlibrary cooperative systems.

RESPONSIBILITY FOR MATERIAL SELECTION AND COLLECTION MANAGEMENT

The Board of Trustees of the Hayner Public Library District considers and adopts a Material Selection Policy, which they authorize the Executive Director to administer. Although ultimately accountable for the collection, the Director designates qualified staff to select library materials and the orderly development and management of the collection.

The Director and designated staff, exercising their professional training and judgment, select all materials for the library collection. Selection decisions are based upon reviews published in professional, literary, or specialized subject journals; citations in standard collection development guides and bibliographic tools; recommended lists prepared under the auspices of professional organizations or associations; prizes or honors received by specific authors or works; personal examination of the materials; popular demand or the need for specific authors, titles, or subjects; and requests or recommendations from library users.

STATEMENT ON ACCESS

The Board of Trustees of the Hayner Public Library District endorses and adopts as library policy and procedure the following documents as published by the American Library Association:

- The Freedom to Read Statement;
- The Freedom to View Statement;
- The Library Bill of Rights;
- The Code of Professional Ethics;
- The "Request for Reconsideration of Library Material" form.

All of the above documents are contained in the current edition of the *Intellectual Freedom Manual* and addendums published by the Office for Intellectual Freedom of the American Library Association. A copy of the current edition of the manual is available to the public in the reference collection of Hayner Library at Alton Square Mall. They are also available on the American Library Association's website at http://ala.org.

The primary responsibility of The Hayner Public Library District is to serve the needs and interests of all members of the community. It is not the library's responsibility to promote or suppress any political, social, scientific, philosophical, or religious viewpoint or opinion that may be of interest to members of the community it serves.

The Director and staff of The Hayner Public Library District take seriously their obligation to select materials appropriate to the needs and interests of the community. They recognize that in this community, as in every community, there is a broad spectrum of needs and interests and a diversity of opinions and viewpoints. The District's population represents a wide diversity in age, ethnicity, religious affiliations, education, and cultural and socioeconomic levels. No one item in the library collection can meet the needs and interests or satisfy the opinions and viewpoints of every person in the community. However, the library tries to ensure that its collection reflects the cultural diversity of its community and its reading needs and preferences.

Any person may find items in the library collection that are unsuited to that person's needs or objectionable to that person's point of view. This does not mean that the item in question does not belong in the library. Rather, it is the library's responsibility to provide its users with a diversity of information and opinion, thus allowing all library users to exercise their judgment in selecting materials for themselves. In this way, the library best fulfills its mission to serve the entire community.

The library supports the right and responsibility of parents and guardians to supervise their children's use of the library and its resources. The final decision on any child's access to library materials is, in every instance, the prerogative of that child's parent or guardian. If a parent feels certain library materials are inappropriate for their child, it is the parent's right and responsibility to withhold those materials from that child. The library staff cannot perform this duty for parents. Staff will assist parents in locating materials in the library collection that the parents consider appropriate for their children.

The library staff encourages users to share their reactions, both positive and negative, to library materials with the staff through verbal or written comments and discussion. Such input is invaluable to the development of a useful and dynamic library collection.

REQUESTS FOR RECONSIDERATION

The library provides a formal, written reconsideration process for those patrons who wish to make use of it. Patrons may obtain a "Request for Reconsideration of Library Materials" form at the circulation desk of any Hayner Library location: Downtown, Genealogy & Local History Library, or Hayner Library at Alton Square Mall. The library will only respond to material concerns raised by residents of The Hayner Public Library District.

Upon receipt of a completed "Request for Reconsideration" form, the Director will appoint an ad hoc committee from the administrative and managerial staff to review the selection of the item in question. The committee will provide the Director with a written summary of the review process and recommend retaining, reassigning, or discarding the item. The Director will then decide on the item's disposal and communicate that decision with supporting documentation to the person who initiated the request.

The Director will report any written request for reconsideration to the Board of Trustees no later than the Board's next scheduled meeting after receiving the request. The Director will inform the Board of the item's disposal, with supporting documentation, again no later than the Board's next scheduled meeting after completing the review process.

If the person who initiated the request is not satisfied with the Director's decision, they may appeal for a hearing before the Board of Trustees by making a written request for a hearing to the president of the Board. This hearing may occur during a regular or special meeting of the Board that has been advertised according to law and is open to the public.

After the hearing, the person who initiated the request may address the Board regarding the item in question. Other persons who wish to speak to this issue may do so by signing on to the agenda in advance. In the interest of maintaining decorum and orderly discussion, the Board of Trustees reserves the right to make reasonable limitations as to the number of persons who may speak and the length of time accorded each speaker per Board meeting policy.
After the hearing, the Board will determine whether the selection and disposal of the item have been conducted per the stated policies and procedures of The Hayner Public Library District. On the basis of this determination, the Board may vote to uphold or to overrule the Director's decision.

Any item subject to legal action will remain in the library collection and available to all library users pending a court's decision. The Board of Trustees reserves the right to appeal any lower court ruling but agrees to abide by the final judicial decision that may be rendered by the courts regarding the ultimate disposal of library materials.

GENERAL COLLECTION POLICIES

CRITERIA FOR SELECTION

All materials, whether purchased or donated, are considered in terms of the following standards. An item need not meet all criteria to be added to the collection. Items will be evaluated on the significance of the entire work rather than on isolated passages. The general criteria in selecting materials include:

- Accuracy of content
- Literary merit
- Qualifications, reputation, author authority, editor, or producer
- Currency or timeliness
- Suitability of subject, style, and age appropriateness for the intended audience
- Quality of format and ease of use
- Price and availability
- Value and relationship to the existing collection and other materials on the subject
- Scarcity of information in the subject area
- Community interest and demand
- Attention of critics, reviewers, media, and public
- Technical quality of non-book materials
- Ease of use of electronic formats
- Accessibility to multiple users of electronic formats

Budgetary and space restrictions, adequacy and availability of materials through other community institutions and the function of each specific library branch have a direct impact upon material selection. The library will not add items to the collection that were created by generative artificial intelligence (AI) or large language models (LLM).

An item will not automatically be excluded from consideration because it is controversial, represents certain aspects of life, or contains frank or graphic language. Nor will it be included or excluded based solely on the approval or disapproval of a particular group or member of the library community. An author's race, religion, ethnicity, or political views may not be used as the sole criterion for addition to or exclusion from the collection. The addition of an item to the collection does not represent an endorsement by the library of its content.

FORMATS COLLECTED

The library provides materials and services that reflect the diverse educational, informational, and recreational needs of the population it serves. To help meet these diverse needs, the library provides access to content through print, multimedia, and technology. Factors governing choice of format include suitably matching content to medium, anticipated use, storage requirements, ease of access by patrons, as well as those factors listed in "Criteria for Selection."

New media formats will be introduced only after the library determines that they are well-established and add lasting value to its collection. Similarly, outdated formats will no longer be added and will be removed from the collection in a timely fashion.

SPECIAL COLLECTIONS

In its Illinois Room Collection, The Hayner Public Library District preserves books and related materials that document the history and development of the state and the community. The Illinois Room collection also includes a special collection of rare nineteenth-century Lincoln materials in English and German. Collected genealogy materials include census materials, city Directories, vital records, periodicals, school yearbooks, cemetery records, volumes of Illinois history, including many various county histories, area family histories, military reports, and maps.

Online sources available on Genealogy & Local History Library computers include the *Alton Telegraph* newspaper archives, Newspaper Archive Worldwide Newspapers, Ancestry Library Edition, Digital Sanborn Maps, and Fold 3. The library collects general genealogical guides both for circulation and for the Illinois Room collection. The genealogy staff will assist patrons in locating and requesting more specialized materials through interlibrary loan.

MATERIAL FOR CHILDREN AND YOUNG ADULTS

The children's collection serves children through grade seven. Collected materials include classic and contemporary picture books for preschoolers, beginning readers, junior fiction and non-fiction books, periodicals, a wide variety of non-book materials, including audiovisual items, instructional toys, and realia. Also collected are materials on parenting and teaching and for homeschooling. Materials that encourage reading skills, stimulate imagination and curiosity, offer entertainment, and give children information about the world they live in are emphasized.

The Young Adult Collection serves youth from grade eight and up. It serves as a bridge between the children's and adult collections. Materials are selected to meet the interests and issues specific to this age group. Nonfiction materials for both collections are chosen to complement school curricula and support homework needs for elementary, middle, and senior high school students. School reading lists and "Best Books" lists prepared by professional and educational organizations play a strong role in selecting materials for these collections.

LANGUAGES

The library collects materials predominately in the English language. The Fiction Collection includes Fiction in Translation (materials written and published in another language that have been translated into English for American readers). Materials in foreign languages are considered as community needs change. Interlibrary loan requests may serve individual needs for foreign languages not purchased by the library.

The library maintains a basic collection of foreign language dictionaries and self-instruction language materials in various formats. It also includes a special collection of foreign language feature films representing the major works of the international film community.

INTENSITY OF TREATMENT

The library collects both popular and technical treatments of subjects and some research-oriented materials. "Research" in this context means materials written for the well-educated or experienced layperson, not the specialist or scholar. The Hayner Public Library is not designed to provide research facilities for graduate or post-graduate level work.

MULTIPLE COPIES

Multiple copies among the branches may be purchased to meet the demand for specific titles, authors, or subjects. The library does not purchase "sets" of particular titles for classroom use.

REORDERS

Because of the vast amount of new material published every year, Hayner will focus on collecting new titles, adding a limited number of older titles as budget constraints and collection needs decree. Contemporary popular materials will be replaced no more than two times if damaged or lost. Classics, new editions, and titles that appear on core reading lists may be replaced as needed.

LIBRARY OF THINGS

The Library of Things collection offers a curated selection of nontraditional items and is not intended to be comprehensive. In addition to general selection criteria, items are evaluated based on budget, display and storage space, durability, ease of transport for patrons and staff, safety, uniqueness, accessibility and availability to patrons, support of library programs.

REFERENCE WORKS

The Hayner Public Library District seeks to provide a ready-reference level collection at its Downtown Library and an intermediate-to-advanced level of coverage in its reference collections at Hayner Library at Alton Square Mall. All reference materials are for in-house use only and are non-circulating.

GIFTS AND EXCHANGES

The Hayner Public Library District gratefully accepts gifts of materials in all formats currently collected by the library, understanding that any gift material added to the library collection must meet the same standards of selection applied to library purchases.

Receipts for donations to The Hayner Public Library District are available upon request. The library cannot be responsible for appraising any donations for income tax purposes.

When the library receives a cash gift or donation for the purchase of materials, whether as a memorial or for any other purpose, the library will honor the donor's wishes as to the general nature, format, or subject matter of the materials to be purchased, however, the Director and designated staff must select specific materials in accordance with the needs of the collection and the standard selection criteria.

The library will not shelve gifts, memorials, and other donations as separate physical entities. Such separate shelving makes access to the materials more difficult for library users. The library will shelve gift materials in the appropriate areas of the general collection. A gift bookplate attached to the material will identify the donor or the person memorialized by the donation, according to the donor's preference.

The library may also engage in exchange programs with other area libraries, offering surplus items or items that do not fit Hayner collection parameters to other libraries and accepting such materials when offered by other libraries.

Magazine gift subscriptions are not accepted as donations.

AREAS OF LIMITED ACQUISITION

TEXTBOOKS

The Hayner Public Library District does not attempt to provide textbooks and related materials required for coursework in the elementary or secondary schools or at the college or university level. The library does collect materials of an informational or cultural nature that could be supplemental to or correlative with various courses of instruction. Small collections of teacher materials, particularly materials appropriate for early childhood teachers and homeschooling, are included in the Children's and Young Adult areas.

RELIGIOUS MATERIALS

The library provides an intermediate collection of religious materials in various formats that offer a broad spectrum of information on the sacred texts, doctrines, practices, history, and leaders of the major sects of the Christian religion. The library provides basic information in these areas for all other major religious sects and spiritual philosophies.

For this reason, the library will purchase or accept as gifts only religious materials of broad general interest. Materials that proselytize, propagandize, or promote intolerance of other religions will not be included in the library collection.

Materials published by church-owned or church-sponsored publishing houses or other agencies will be purchased or accepted as gifts only when they meet the standard selection criteria of the library.

Nondenominational inspirational and devotional materials are collected on a similar basis as other religious materials.

WITHDRAWAL OF MATERIALS

The Hayner Public Library District is not a library of historical record except in the area of local history. To ensure a vital and current collection of materials of continuing value to the community, materials that have outlived their usefulness are withdrawn from the collection. Criteria for withdrawal include:

- The item has become physically worn and unattractive
- The information is out-of-date and no longer accurate
- The subject treated is out-of-date and no longer current or relevant to the community
- Lack of use
- Newer items on the same subject have superseded the item and made it surplus to the needs of the collection

Materials withdrawn from the collection will be sent to:

- Better World Books (proceeds to benefit the library)
- Friends of Hayner Library (proceeds to benefit the library)
- Literary programs in the community (donation initiated by the library)

Individual items being withdrawn may not be saved for specific individuals.

LOCAL AUTHORS COLLECTION

The Hayner Public Library District maintains Local Authors Collections at both its Downtown and Alton Square branches to help connect local authors with the reading public. Since many local authors are self-published, these designated areas allow authors to donate their work to be

displayed and discovered by the local community and beyond. These titles are searchable online by any public library and may be checked out. Local authors include those who reside in, or have significant ties to Alton, Godfrey, or Foster Township, and adjacent communities.

Donation Guidelines for Hayner Library's Local Authors Collections:

- The library will accept one copy of each donated title.
- If a book is part of a series, only the first volume will be added.
- Donated materials added to the collection become the property of The Hayner Public Library District and will not be returned.
- Donated materials must be recently published and in new or like-new condition.
- Donated books must be durably bound to withstand circulation, book drop returns, and enable ease of use.
- Donated materials are subject to the same criteria outlined in The Hayner Public Library Collection Development Policy. These include appropriateness of content for intended level of reader; quality of writing, including spelling and grammar; and quality of production.
- Currently only physical books are being added to the Local Authors Collection, but this policy may be reviewed for change in the future.
- Family histories and other local history materials deemed more appropriate for Hayner Library's Illinois Room collection at the Genealogy & Local History Library will be forwarded there for evaluation and shelved there when appropriate.
- Adding an item to the Local Authors Collection is not an endorsement of its contents by The Hayner Public Library District or its Board of Trustees.
- Donated material viewed as advertisements for political parties, candidates, or advertisements for businesses etc., will not be added.
- Decisions of library staff to add or delete items based on The Hayner Public Library Collection Development policy are final.
- Material added to the collection will be withdrawn according to The Hayner Public Library District's Collection Development Policy, which may include removal due to space issues, condition, or usage statistics.
- Withdrawn materials or books donated to the library but not added to the collection will be sent to:
    - Friends of Hayner Library (proceeds to benefit the library)
    - Better World Books (proceeds to benefit the library)
    - Literary programs in the community (donations initiated by the library)
- The library does not pay for items added to the Local Author Collection or unsolicited items received in the mail. Unsolicited items received in the mail will not be returned.