

COLLECTION DEVELOPMENT

Collection development is defined as adding and deleting materials to the library's collection that meet the needs of the library's customers.

I. Responsibility (and definition)

The Board of Trustees, as a Board not as individuals, is legally responsible for all matters relating to the operation of the Rockford Public Library. It is the responsibility of the Library Director to manage the collection development. Collection development is defined as selection, evaluation, and weeding the collection of materials.

II. Criteria

- ❖ Materials will be selected according to needs reflected by evaluation of the materials, special requests from library customers, budget limitations, favorable reviews, and community needs.
- ❖ Materials will have aesthetic, literary or social value and will meet the high standards of quality in factual content and presentation.
- ❖ Physical format and appearance of materials that are considered suitable for their intended use will be selected and/or retained.
- ❖ Selection/retention or weeding of materials on controversial issues will be directed toward maintaining a balanced collection representing various viewpoints.
- ❖ Materials will be selected, retained or weeded to maintain balance and proportion in the collection as a whole.

- ❖ Selection, retention or weeding will be based on content rather than on the race, sex, nationality, political or religious views of the creators.

The collection of the Rockford Public Library shall be weeded on a regular basis in order to maintain a collection that is the most useful and factually accurate. Factors to be considered in the weeding process shall include the following:

1. Usage – based on the latest recorded circulation data
2. Literary merit – based on inclusion in accepted library databases such as Public Library Catalog and Fiction Catalog and Children’s Catalog
3. Accuracy of subject matter
4. Needs and interest of the community
5. Physical condition
6. Magazines- All current issues will be displayed and available for checkout.
Back issues of most magazines will also be available to checkout for the current year.

The library staff shall retain the right to dispose of weeded material in any way which may be deemed proper and feasible.

Reviewed, revised, reaffirmed July 2014, 2020.

