

**Sycamore Public Library  
Collection Management Policy**

**Revised and approved 1/12/16**

**Vision**

Inspiring Sycamore residents to Learn, Discover, Create and Grow.

**Mission Statement**

The mission of the Sycamore Library is to offer a safe comfortable place to encourage curiosity and foster imagination by providing exceptional customer service, dynamic programming and a locally responsive collection.

**Purpose of the Collection Management Policy**

This Collection Management Policy, approved by the Sycamore Library Board of Trustees, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Sycamore Public Library's unique collection, the practices that maintain it over time, and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Management Policy ensures that over time, the Sycamore Public Library's collection remains on course, reflecting the needs of the Sycamore Community, while providing unique experiences of learning, discovery, creation and growth for the customer.

**Philosophy and Scope of the Collection**

The Sycamore Library provides materials in a variety of formats within the constraints of space and financial resources which:

- Inform the public of timely issues and timeless ideas
- Empower citizens to explore diverse opinions and conduct research on topics of interest
- Inspire people to learn, discover, create and grow
- Entertain all ages seeking recreation and leisure

Use of materials is the most powerful influence of the Library's collection. Circulation, purchase recommendations, and hold levels are closely monitored, triggering the acquisition of new items and additional copies of high demand items. In addition to popular demand, selections are made to provide depth and diversity of viewpoints to the existing collection.

The Library provides materials to support each individual's journey and does not place a value on one customer's needs or preferences over another's. Sycamore Library's service commitment is to the people within its service area including people of every age, education, background, personal philosophy, religious belief, occupation, sexual orientation, economic level, ethnic origin and human condition.

Materials for children and teenagers are intended to broaden their visions, encourage recreational reading, supplement their educational needs, stimulate and broaden their interests, and reflect the diversity of the Community. The reading and viewing activity of minors is ultimately the responsibility of parents or legal guardian who guide and oversee their own children's development. The Sycamore Public Library does not intrude on that relationship.

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Sycamore Library Board of Trustees have adopted The American Library Association's guidelines for public access of information. These include the *Library Bill of Rights*, *Freedom to Read Statement*, *Freedom to View Statement*, and the *Free Access to Libraries of Minors: An interpretation of the Library Bill of Rights*. These are located in *Appendix A*.

## **Collection Management**

### Responsibility for Selection

Ultimate responsibility for the collection rests with the Board of Trustees. The Trustees delegate the selection authority to Executive Director. The Executive Director, in turn, delegates selection responsibility to the designated staff. The staff uses this policy and their training and expertise in selecting library materials. Customers and staff are encouraged to recommend titles for consideration, though there is no guarantee these will be purchased.

### Selection Tools

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly depend on the reviews found in professional journals. Other selection aids, such as "Notable Book" lists chosen by the American Library Association, national and state book awards lists, and the New York Times Best Seller List are regularly consulted.

### Selection Guidelines

The following criteria are considered while selecting materials:

- Relevance to Community needs & interests
- Attention given to the item or topic by reviewers and general news media
- Suitability of subject and style for intended audience
- Qualifications of author or producer
- Local or national significance
- Value in relation to the existing collection
- Representation of various cultures, viewpoints, and interests
- Physical quality of materials
- Availability of materials within region or electronically
- Price, availability from vendors, and Library materials budget

### Collection Maintenance

1. Duplicate Copies  
The number of copies of a title that are purchased carries with the expected popularity of that title. Demand for individual titles is monitored and additional copies are purchased to meet that demand.
2. De-Selection/Weeding

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In order to maintain the best possible collection of materials, a de-selection process is ongoing. Items withdrawn are plainly marked and may be sold at the Library book sale, donated, or recycled. Staff use the following criteria in determination of which materials are retained or withdrawn:

- Relevance to community needs
  - Condition: worn, damaged, or defaced
  - Circulation statistics
  - Shelf space
  - Number of copies in the collection
  - Availability from other area libraries, online, or via ILL
3. Replacements
- Replacements of withdrawn items are purchased when the title still meets the guidelines for selection and the item was withdrawn due to condition, damage, or loss.

Special Collections at Library

1. DeKalb County Law Collection  
This collection is maintained by DeKalb County and the scope of the collection defined by an intergovernmental agreement between the county and the Library.
2. Joiner History Room  
Collections are funded and maintained by DeKalb County. The collection is provided to support Community research on DeKalb County history and genealogy.

**Recommendations, Gifts, Donations, and Memorials**

Purchase Recommendations

Board members, staff members, and customers are encouraged to make suggestions by filling out the Purchase Recommendation form at <http://www.sycamorelibrary.org/purchase-recommendation/>.

All recommendations are given serious consideration, and the customer will be informed of the Library's decision. At the customer's request, attempts will be made to borrow through interlibrary loan any recommended item which is out of print, or that the Library determines does not meet the criteria for purchase. The selection guidelines also apply in the acceptance of gifts and donations of books and other materials. Once a gift is accepted by Sycamore Library, it becomes the property of Sycamore Library unconditionally. Gift magazines and subscriptions may be accepted by Sycamore Library subject to the same selection and retention policies as regular subscriptions. Sycamore Library will provide the donor a letter of acknowledgment upon request, however, Sycamore Library is not permitted to place a value on donations.

Donated materials which are not added to the collection may be:

- Sold in a book sale.

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- Recycled or upcycled.
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Monetary Donations for Collections or Materials

The Library welcomes monetary contributions specifically for material purchases in memory or in honor of named individuals. Sycamore Library welcomes suggestions for purchases, but reserves the right to the final decision regarding all materials. A memorial may be placed in the Library collection for reference or circulating use. Sycamore Library will insert a memorial book plate for memorial items. A gift form to record the information for such donations must be completed and is found in *Appendix B* of this document.

**Intellectual Freedom and Requests for Reconsideration**

The Sycamore Public Library selects materials for customers of all ages and ability levels using the selection guidelines as set forth in this document. Although materials are carefully selected, there can be differences of opinion regarding suitability of materials.

Sycamore Library believes in freedom of information for all and does not practice censorship. This principle applies to all formats included in Sycamore Library's collection. Many materials are controversial and any given item may offend some person. Selections are not made on the basis of anticipated approval or disapproval, but on the merits of the material and collection needs. Exclusion of materials may occur due to cost, accessibility, limited demand or lack of documentation, but never solely because of frank expression, coarse language, viewpoint or mature content.

Parents or legal guardians are responsible for monitoring materials used by their own children. Library selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. Access to items is not restricted except for protection from damage or theft.

To request a reconsideration of Library materials, a customer must complete the form found in *Appendix C* of this document. The completed form will be given to the appropriate Department Head who will meet to discuss the request with the Director. Using this policy as a guide, they will determine whether or not the material in question should be removed from the collection. The Library will respond directly to the customer regarding the decision.

A customer desiring further action may make a request in writing for review by the Board of Library Trustees, who has final authority.

**Revision of Collection Management Policy**

Because the needs of the community change, this Collection Management Policy is reviewed annually and revised as needed.

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