



Collection Development Policy

As part of its mission to inspire all to discover, dream, and connect, the Morton Grove Public Library is committed to providing our community with resources for personal growth, entertainment, and lifelong learning through free and open access to diverse works and information reflective of many perspectives and lived experiences.

Purpose

The Morton Grove Public Library provides and maintains a balanced and broad collection of materials in appropriate and varied formats for the use and enjoyment of the community as space and financial considerations allow.

The Collection Development Policy sets forth the principles and guidelines upon which a useful and well-rounded collection is built and maintained. The goal is to select, organize, and make available materials that meet the cultural, educational, informational, and recreational needs of the community.

The Library recognizes that each patron's choice of materials for personal use is an individual matter. Given the diverse nature of the collection, not all materials are suitable for all patrons, and responsibility for a minor's use of materials and resources rests solely with the parents, caregivers, or legal guardians. Patrons are free to choose items for themselves, but they may not restrict or censor another patron's use of library materials. The presence of materials in the collection does not imply the Library's endorsement of the contents of materials.

Materials selection supports the Library's [Vision and Mission Statements](#) and is guided by the American Library Association's [Freedom to Read](#) statement and the [Library Bill of Rights](#).

Responsibility

Ultimate responsibility for the Library's collection resides with the Executive Director and the Library Board of Trustees and is delegated to the Library staff who utilize their training, experience, and professional knowledge in the selection of library materials. 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 written policy as required by Illinois statute.

Guidelines

1. **Selection:** Selectors choose materials in a variety of formats to build a well-rounded and diverse collection reflecting various viewpoints, opinions, and needs of the community.
 - Criteria:
 - Literary merit
 - Accuracy
 - Authoritativeness

- Social significance
 - Popular demand
 - Timeliness
 - Availability elsewhere
 - Scarcity of material on the subject
 - Enduring value
 - Cost
 - Quality and suitability of the format
- Tools:
 - Professional and trade journals
 - Publishers' catalogs and promotional materials
 - Reviews from reputable sources
 - Bestseller lists and online resources
 - Purchase suggestions
 - Sales representatives
2. **Replacement:** Items lost, stolen, or damaged beyond reasonable repair are evaluated for withdrawal or replacement. An item will be replaced if it is available, affordable, not out-of-date, and continues to meet any one or more of the above selection criteria.
 3. **Withdrawal/Weeding:** On an ongoing basis, Library staff evaluate the Library's collections based on usage and general wear and tear. Items in poor physical condition are evaluated for potential replacement according to the above criteria. Items not meeting these criteria are withdrawn from the collection to make room for newer materials. The Library reserves the right to dispose of withdrawn items in any manner deemed cost-effective by staff, including selling them.
 4. **Multiple Copies:** The Library purchases multiple copies of titles that have high patron demand and/or broad popular appeal, whenever possible.
 5. **Downloadable/Streaming:** The Library purchases downloadable media in various appropriate formats and on a wide variety of subjects if available from one of the Library's digital download services. Items from some services may be pre-selected as part of a larger group purchase and may not be directly selected by staff.
 6. **Local Authors:** The Library may accept the donation of material written by local authors provided it meets the selection criteria outlined in this policy. Donated material is evaluated based on usage and general wear and tear. Items that no longer meet the criteria are withdrawn from the collection. Donations that are not accepted into the collection or those that have been withdrawn from the collection will be used in the Library's book sale.

Please refer to the Local Authors page on our website for more information.
 7. **Labeling:** Items held in the Library's collection are marked or labeled solely to facilitate access to the collection and are not marked or identified to show approval or

disapproval of the contents. Items are not sequestered, except for the purpose of protecting them from theft or damage.

Purchase Suggestions

A resident of Morton Grove may suggest the addition of an item to the Library's collection by completing the [Purchase Suggestion form](#).

Gift Materials

The Library accepts monetary donations for the purchase of *in honor of* or *in memoriam of* materials for the collection. The Library's selection guidelines apply to any materials purchased with these funds.

The Library reserves the right to accept or deny, at its discretion, any donated funds.

The Morton Grove Public Library does not accept donations of books and other materials, as outlined in the [Donations](#) policy.

Reconsideration of Library Materials

Patrons who request the reconsideration of library materials must complete and sign the [Request for Reconsideration form](#).

Upon receipt of the completed and signed Request for Reconsideration form, the Executive Director will appoint an ad hoc committee of the professional staff including, but not limited to, the selector for the subject area of the item in question and the appropriate department manager. The committee will make a written recommendation to the Executive Director, who will then decide on the disposition of the material. As soon as possible, the Executive Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration. The Executive Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

To appeal the decision of the Executive Director, a written request for hearing before the Board of Trustees should be made to the President of the Library Board of Trustees within four (4) weeks of the date of the decision. The Board of Trustees reserves the right to limit the length of the presentation and the number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Morton Grove Public Library. The Board may vote to uphold or override the decision of the Executive Director. All decisions of the Library Board of Trustees are final.

Approved by the Morton Grove Public Library Board of Trustees October 16, 2014.

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