

COLLECTION MANAGEMENT AND DEVELOPMENT

Re-adopted: April 2010

Revised: February 2026

Last Reviewed: February 2026

The ultimate responsibility for selecting library materials rests with the library director operating within the policies set by the board of trustees. Recommendations from staff and patrons are welcomed and given careful consideration. When possible, reviews of proposed acquisitions are consulted from reputable, professional journals and recognized reviewing sources. Additional sources may be used as appropriate.

The library's responsibility is to present as wide a spectrum of useful and significant reading and informational materials as its budget allows. The library endorses and abides by the principles outlined in the American Library Association's *Freedom To Read Statement* and the *Library Bill Of Rights*.

Selection Criteria

The library director considers the following criteria in selecting materials:

- Educational significance.
- Favorable reviews from standard selection sources (e.g., *Booklist*, *BookPage*, *Goodreads*, *New York Times Book Review*, *Publishers Weekly*, *Shelf Awareness*, and others as recommended by the American Library Association.)
- Staff and patron recommendations based on preview and examination.
- Reputation and significance of the author, producer and/or publisher.
- Validity, timeliness and appropriateness of material.
- Contribution to balanced reputation of viewpoints on controversial issues.
- Potential appeal to users.
- Artistic quality and/or literary style.
- Quality and variety of format.
- Value relative to cost and/or need.
- Relevance and long-term usefulness.
- The library's existing holdings.

Selection is limited by space, funding, availability of specialized materials through neighboring libraries and suitability of format.

Specialized Materials

The library generally collects broad or introductory works rather than highly specialized resources. Specialized or infrequently requested items may be obtained through interlibrary loan. Specific limitations include:

- Textbooks are not provided. The library does not purchase materials required for coursework at schools or higher education institutions. Supplemental or correlative materials may be provided.

- Genealogy. Specialized genealogy sources are not collected but general guides to tracing ancestry are provided.
- Foreign Language. Some foreign language materials may be purchased.
- Religious Material. The library collects a broad spectrum of works on texts, doctrines, histories, and leaders of major religions and philosophies. Materials of general interest are purchased or accepted as gifts.

Weeding

To maintain a dynamic and relevant collection, systematic and ongoing weeding is essential. Items considered for withdrawal include: duplicates, outdated or inaccurate materials, superseded editions, worn or damaged items, unused materials not recommended by standard sources, and unindexed back issues of periodicals.

Disposal of Surplus Materials

Library property no longer useful for library purposes, may be disposed of as follows:

- Books, media, or gift materials may be discarded, sold or—upon board approval donated to local cultural, governmental or nonprofit organizations.
- Items valued under \$200 may be discarded, exchanged, or sold at the director's discretion. Items valued at \$200 or more require board approval.
- Trustees and their immediate families may bid on or purchase surplus items, but no favoritism is shown.
- Lost-and-found items are held for six months before being discarded or donated.

Donations

The library welcomes material and monetary donations that support its mission.

Donations may include gifts or memorials for individuals. Examples include: books, media, supplies, furnishings, artwork, or financial contributions such as cash, stocks, bonds, or estate bequests. The library reserves the right to decline gifts that cannot be effectively used. Materials that are not suitable may be sold or donated.

Monetary donations may be restricted (designated for a specific purpose in consultation with staff) or unrestricted (allocated at staff discretion).

All donations are acknowledged in writing by the library director. The library does not provide appraisals. All donations are tax-deductible to the extent allowed by law and are recorded in the library's official registers. Donors may request anonymity. A library wish list of potential donations is maintained for interested contributors.

Receiving and Processing Donations

1. A Donation Record form is completed for all donations (in person, by mail, telephone, or email).
2. In-person donors receive a copy of the form.
3. Completed forms and donations are forwarded to the director.
4. The director or designee:
 - Prepares deposits
 - Records transactions

- Determines use of the donation
- Prepares acknowledgment letters
- Updates donation records
- Reports donations to the board

Significant or complex donations may require consultation with the board president or designated trustee.

Diversity of Resources

The library provides a diversity of viewpoints to enable informed choices. Materials are selected to reflect the wide interests of the community, even when content is controversial or offensive to some. Materials are not excluded or removed based on anticipated approval or disapproval but on established selection criteria. Individuals may reject materials for personal use but may not restrict access for others.

The library upholds the ALA's Freedom to Read, Freedom to View, and the Library Bill of Rights. In particular:

- Resources are provided for the interest, information, and enlightenment of all people.
- Materials representing all points of view are included.
- The library actively challenges censorship.
- Privacy, confidentiality, intellectual property rights, and open access are respected.

Procedures for Questioned Materials

The library provides a formal process for patrons who question materials in the collection. This includes:

1. **Inquiries** – All inquiries to be considered must be documented using the *Questioned Library Resources* form that is available at the front desk.
2. **Acknowledgement** – Once received, the director acknowledges the form in writing, including this policy.
3. **Evaluation** – The director and/or designee reviews the item and makes a decision pursuant to the 75 ILCS 10/1 et seq. and library policy.
4. **Notification of Decision** – The board receives a copy of the written decision from the library director. The petitioner is informed in writing of the decision and next steps.
5. **Board of Trustees Involvement** – If dissatisfied, the petitioner may request board consideration by submitting a written request at least ten days prior to a board meeting.
6. **Review Panel** – If the board votes to consider the request, an ad hoc panel of trustees reviews the material and makes a recommendation. A public hearing may be held.
7. **Final Decision** – The board votes on the disposition of the item. A majority vote of the full board is required to restrict access or relocate materials. The board's decision is final.

/jlo rev 02/19/26

Winnebago Public Library District Donation Record

All donations to the Winnebago Public Library District are tax deductible. No goods or services were provided by the organization in return for the contribution.

DONATION INFORMATION

Date Received _____ Received by _____

____ Monetary Donation

Cash Amount _____ OR Check Amount _____
Check Number _____

Gift
____ Unrestricted _____ Restricted

Specify purpose _____

OR

____ Memorial In memory of _____

____ Unrestricted _____ Restricted

Specify purpose _____

OR

Material Donation Description _____

DONOR INFORMATION

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email address _____

____ Donor wishes to remain anonymous in the public donor registers

STAFF FOLLOW-UP

Funds Deposited By _____ Date _____

Bookkeeper Notified By _____ Date _____

Required Action
Completed By _____ Date _____

Thank You Letter sent By _____ Date _____

Added to Donations Log By _____ Date _____

Added to Public Gifts or
Memorials Register By _____ Date _____

Board notified By _____ Date _____

NOTES

QUESTIONED LIBRARY RESOURCES

AUTHOR: _____

TITLE: _____

PUBLISHER: _____

REQUEST INITIATED BY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

CITIZEN REPRESENTS (CHECK ONE)

INDIVIDUAL _____ OR GROUP/ORGANIZATION _____

NAME OF GROUP/ORGANIZATION: _____
(IF APPLICABLE)

What concerns or objections do you have about the material? (Please be specific and cite page numbers, time stamps, or sections where applicable.)

What action would you like the library to take regarding this material? (Please check one):

Do not lend to my child ____ Re-evaluate placement ____

Signature of Petitioner: _____