



COLLECTION STRATEGY POLICY

This policy lays out the guiding principles that inform our approach to providing library materials and provides a framework within which the Library will develop and maintain the collection.

Purpose

- The Collection Strategy Statement reflects the diverse needs of the Lemont community and the Library's strategic plan to facilitate engagement, learning, and stewardship.
- The Lemont Public Library District believes that collections are part of the broader content of a Library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and aspirations through this content.
- Through our collections – in all available formats – we work to facilitate equitable experiences for engagement, education, and inspiration. It is our intention that collections – as curated content – have measurable impact on the community.

Principles

- The Lemont Public Library District advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote all the ideas found in its collections or the discussions those ideas may inspire but provides the spaces and opportunities for those ideas and discussions.
- *The library upholds the democratic principles expressed in the American Library Association's [Freedom to View](#), [Freedom to Read](#), and [Library Bill of Rights](#).* The following statements from the Library Bill of Rights pertain specifically to materials and information.
 - I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community that the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
 - II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
 - III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- The Library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets. It is, however, the decision of the Library to filter (to some degree) Internet access.
- The Library recognizes and respects intellectual property rights and follows existing copyright laws.
- The library supports open access as defined by the American Library Association. “Open access” refers to materials made publicly and freely available via digital repositories.
- We are committed to resource sharing at local, state, and national levels as demonstrated by our membership and participation in Reaching Across Illinois Library System (RAILS), ILLINET (Illinois Library and Information Network), OCLC Interlibrary Loan, and the Pinnacle Library Consortium. Our membership in these consortia demonstrates our beliefs that engagement, supportive learning, and responsible stewardship are collaborative endeavors.
- We are committed to being good stewards of the community’s tax dollars and community assets.

Scope

The Library develops a meaningful collection positioned to meet the community's needs and supports equity, diversity, and inclusion. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, program and services evaluations, and library-wide institutional assessment); and less formal inputs via conversations with the community and professional insights during community engagement. Tools include collection analysis software to monitor collections according to use and provisioning; an ILS (Integrated Library System) to better understand the use and circulation of materials; and other software to assist required reporting for the Secretary of State’s Illinois Public Library Annual Report (IPLAR). All these methods are ways the library identifies and monitors the impact of materials in the community. We recognize and celebrate that the Village of Lemont is unique, with broad and diverse interests. The Lemont Public Library District is provisioned based on its purpose, space, and use patterns. We curate specific cultural and heritage collections that reflect the unique history and characteristics of Lemont. We strive to be “format neutral,” defining physical and digital collections and content as materials to which we facilitate access for and with our community.

Selection

Material selection criteria are informed by community interests and aspirations; equity, diversity, and inclusion; national and international news and events; publishing and social trends; professional reviews and journals; and staff professional expertise. Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The Library does not collect textbooks, academic, or technical materials unless they are considered useful generally or supportive to the Lemont Public Library District’s Strategic Plan. The Library adopts “digital curation” as an umbrella term for actions and strategies to provide

stewardship of our digital assets. Digital assets include electronic resources, software and hardware, and devices. Digital curation considers the item's lifespan, the product, and the product version to maintain currency, relevance, and sustainability.

As stewards of content, we carefully consider materials relative to cost, space, maintenance, safety, and customer interest. We ask such questions as: “Does the item have proven or potential interest to our community? Does it meet known or potential demand? Has it earned the attention of critics, reviewers, and the public to an extent that has created that demand? Are there similar materials already in the collection? To what extent are the materials available elsewhere in the community and library consortium? Can we anticipate, based on our ongoing conversations and engagement, those items and experiences that delight and inspire our community members?” Selection means identifying – and measuring – the impact of collections in the community.

Special Considerations

Professional Collection

- Materials are purchased for use by Library staff for professional growth and development.

Local History collection

- Focuses on materials pertaining to Lemont and Lemont Area history. Whenever possible the library will house and display artifacts and materials that are loaned from the Lemont Area Historical Society.

Local authors (writers who currently reside or have spent a significant part of their lives in Lemont)

- Pending evaluation, the Library may accept donated copies of a local author’s work and place it in the Local Author section of the appropriate Adult, Teen, or Children’s sections.
- All donated works or works requested to be purchased by the author are subject to the same selection and maintenance criteria as other materials.
- If an item is considered relevant to local history, it may be placed with the Local History Collection instead of the Local Author Collection.
- If you would like the librarians to consider your work, please submit a *Local Author Submission form* to the Adult Services Desk.

Self-Published Titles

- Self-published titles that are not included in the Local Author or Local History categories are held to the same criteria as any other work the Library evaluates for the collection.

For information on donations, gifts, and endowments, see the Gift and Donation Policy

Collection Maintenance

To maintain relevant collections and content in all formats, the library must continuously evaluate and deselect materials. Deselected materials may be donated to non-profit organizations, educational institutions, individuals, or discarded. These decisions are made to align with the Library’s strategic priorities of engagement, learning, and stewardship and final decisions are the responsibility of the Library Director. Criteria for withdrawing items include:

- Inaccurate or outdated information including superseded editions and formats
- Declining interest
- Poor condition
- Unnecessary duplication
- Space considerations

Responsibilities

Librarians, as part of their regular responsibilities, engage in materials selection and maintenance as described in this policy. The final responsibility for the selection of materials rests with the Library Director, who operates within the framework of policies determined by the Lemont Public Library District Board of Trustees. This responsibility is shared in its execution by the Assistant Director.

Reconsideration of Library Materials

Any community member has the right to request reconsideration of materials in the library's collection. A *Request for Reconsideration of Library Materials Form* shall be completed and submitted to the Library's Director. The Library Director may request a review by the Library Board of Trustees at the next regularly scheduled Board meeting where the request will be reviewed and responded to.

Approved, July 22, 2021

Reviewed and Amended: Policy and Personnel Committee, Library Board of Trustees, April 18, 2023, September 8, 2025.