

Collection Development Policy Hudson Area Public Library

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General Collection Development Principles

The following principles guide the collection development and management practices of Hudson Area Public Library:

- Our goal is to fill the informational, recreational, cultural, and educational needs of the community.
- We accommodate the library needs of a changing, growing, dynamic community.
- We provide a variety of materials, services and programming to meet the needs of all community members.
- The responsibility of the library is to serve all the community regardless of origin, age, background, or views.

The Board of Trustees of the Hudson Area Public Library adopts the Library Bill of Rights of the American Library Association, found at <https://ALA.org>, as the foundation for its material selection policy.

Responsibility for Selection

In accordance with the recommendations of “Serving Our Public: Standards for Illinois Public Libraries”, HAPLD will maintain the goal of allocating at least 12% of its operating budget for the purchase of materials each year. These materials will include a variety of formats including, but not limited to, print, DVD, audio and electronic media.

Responsibility for selection of adult library materials rests with the library director. Responsibility for selection of juvenile and young adult materials rests with the youth services manager. The assistance of staff members may be requested when related to their areas of interest. Patron requests, holds, interlibrary loan requests, Illinois’ Readers’ Choice Award nominees, American Library Association Youth Media Award titles, and topics related to Hudson Elementary curriculum are considered when making selection decisions.

Employees may not be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with this written policy pursuant to Illinois Library Law.

General Selection Criteria

The following are the general criteria used when selecting materials:

- Relevance to community needs
- Current or historical significance
- Attention of critics, reviews, and/or awards
- Limitation of space
- Budgetary constraints
- Availability

- Need for additional points of view to provide well-rounded collection
- Publication Date
- Accuracy

Selection Tools

HAPLD endeavors to maintain a collection of representative materials of permanent value and/or current interest. Staff consults reviews from professional resources, book lists by recognized authorities, best seller compilations, trade journals, and requests from patrons and staff.

Collection Maintenance

HAPLD will strive to keep the collection vital and useful by retaining or replacing essential materials and by removing those works that are worn, outdated, no longer in demand, lack historical significance, or are of indeterminate accuracy. Materials which are removed from the library collection may be made available for the public to purchase or donated for repurpose use.

Because of space limitations, HAPLD cannot become a library of historical record. The continuous review of library materials according to recognized professional guidelines is necessary as a means of maintaining an active library collection of current interest and value to its patrons. Items are reviewed according to multiple criteria including condition, circulation, and/or suggested longevity according to their locations in the collection. Items may be withdrawn due to:

- Low usage/checkouts
- Outdated or inaccurate information
- Physical condition
- Antiquated media
- Availability of similar information through interlibrary loan or electronically

Special Collections: Hudson History Room Collection

The Hudson Area Public Library is the site of the Hudson History Room Collection, which consists of a variety of genealogical and local history information. Books, newspaper clippings, artifacts, journals, photographs, library records, and maps make up the bulk of the collection. All items in this collection are reserved for building use only. Many are one-of-a-kind. Additions to the collection are made through community member donations. The Hudson History Room Committee oversees the collection with advice and supervision from the library director.

Donations / Gifts of Materials

The Hudson Area Public Library welcomes donations of books and materials but reserves the right to refuse certain items. Items to be refused are:

- Any item that is dirty, musty, mildewed, or otherwise in poor condition, unless it is meant for the Hudson History Room and focuses on the history of Hudson
- Books or audiovisual materials over 10 years old unless they are intended for the Hudson History Room and concern the history of Hudson specifically
- Encyclopedias of any kind or on any subject, regardless of the date of publication
- Textbooks of any kind

- Reader's Digest Condensed books, regardless of the date of publication
- Workbooks
- Items oriented toward business or academic use, rather than for the layperson
- VHS tapes
- Ex-library items
- Books on cassette
- Music CDs not in their original cases
- Magazines, regardless of age
- Any stationery items

In addition, the director and/or youth services manager will review all donations and use them as best fits the needs of the library in accordance with the collection development policy. The library board also retains the right to weed donated items as necessary without contacting the donor.

Staff members will not assign a value to donations but will offer individuals a receipt including the date, name of the donor, and number and type of items donated. Book plates will be included in materials donated for a special purpose and by approval of the director.

Collection Inquiries

The Hudson Area Public Library endorses the American Library Association Freedom to Read and Freedom to View statements, which may be found at <https://ALA.org> .

The library board and director believe individuals have the right to read, view, and use materials of interest to them regardless of viewpoint, topic, or content. Requested items unavailable through interlibrary loan or electronically may be purchased as long as the material fits within the terms outlined in the library's collection development policy.

Individuals do not have the right to restrict the freedom of others to read, view, or hear materials of their choice. Parents or legal guardians must monitor, guide, and oversee reading, viewing, or listening of library materials by underage children. The library staff will not act in place of a parent/legal guardian.

Any HAPLD patron with concerns about materials available in the collection may fill out a "Request for Reconsideration" form for submission to the library board. No item will be considered by the board until a formal, written "Request for Reconsideration" form is submitted. All decisions made by the board are final.