

BARRINGTON PUBLIC LIBRARY

Collection Development Policy

I. Statement of Purpose

The Barrington Public Library provides materials and resources that reflect the interests of the community and support lifelong learning. This policy, established by the Library Board of Trustees, outlines the principles guiding decisions about the selection, maintenance, and use of the library's collection.

II. Responsibility for Selection

The Library Director holds ultimate responsibility for selecting all print and non-print materials and for managing the materials budget. Selection and weeding duties may be delegated to qualified staff. Individuals are responsible for choosing their own reading and viewing materials. Parents and legal guardians are responsible for guiding their children's and teens' use of library materials. The Library monitors circulation trends, patron requests, interlibrary loan activity, and reserves to assess current use and anticipate future needs. The Library does not collect materials at a comprehensive or research level except in areas related to local issues. The Library acknowledges that some materials may be controversial. Items are selected based on their value to the collection and community—not on anticipated approval or disapproval.

III. Selection Criteria

Materials are evaluated using the following criteria:

- Existing collection needs
- Relevance to community interests
- Patron demand
- Reputation or significance of the author or publisher
- Critical attention and professional reviews
- Availability of the material elsewhere
- Contribution to human or social understanding
- Representation of current ideas or events
- Diversity of viewpoints
- Budget considerations

Additional Guiding Principles

- Realistic depictions of sex, violence, or objectionable language are not grounds for exclusion.
- Materials are not restricted based on the possibility that they may be accessed by minors.
- Materials are evaluated as a whole, not by isolated passages.
- Lack of reviews or negative reviews alone does not justify rejecting a title in demand.
- Interlibrary loan may be used when requests fall outside the scope of the collection. Professional journals, online resources, trade publications, bibliographies, publisher information, and peer recommendations support selection decisions. Patron suggestions are welcomed and given serious consideration. The Library makes every effort to acquire works by local authors published through mainstream channels. Self-published local works are added only when they offer significant local content or demonstrate strong community interest.

IV. Donations

Donated materials are evaluated using the same standards applied to purchased items, with particular attention to currency, condition, and need. Items not added to the collection may be sold through the Library's ongoing book sale. The Library does not appraise donations for tax purposes.

V. Maintaining the Collection

The Library maintains an up-to-date, attractive, and useful collection through ongoing withdrawal and replacement. Decisions to replace worn or outdated items consider condition, demand, usefulness, and the availability of newer editions. Weeding is conducted by the Library Director and designated staff and is authorized by the Board of Trustees.

VI. Requests for Reconsideration

Barrington residents or Barrington Public Library cardholders who object to an item in the collection may submit a Request for Reconsideration of Library Materials form. The Library's Reconsideration of Library Materials Policy outlines the review process.

Collection Development Procedures

I. Selection Procedures

Staff responsible for selection regularly review professional journals, trade publications, online resources, and patron suggestions.

Staff monitor circulation data, holds, interlibrary loan requests, and patron feedback to identify gaps or emerging needs.

Staff consult the Library's selection criteria and guiding principles when evaluating potential additions to the collection.

Patron purchase suggestions are logged, reviewed, and considered using the same criteria applied to all other materials.

Works by local authors are reviewed for relevance, publication quality, and community interest before being added to the collection.

II. Donation Procedures

Donations are accepted at staff discretion and evaluated using the same criteria as purchased materials.

Items not added to the collection are routed to the Library's ongoing book sale.

Staff may provide donors with a receipt upon request but do not assign monetary value to donated materials.

III. Weeding Procedures

Staff conduct regular weeding using established professional guidelines, such as the CREW method.

Withdrawn items may be replaced, repaired, or removed based on condition, demand, and relevance.

Withdrawn materials are disposed of according to Library practices, including book sale or recycling.

IV. Reconsideration Procedures

Staff provide the *Request for Reconsideration of Library Materials* form upon request.

Completed forms are forwarded to the Library Director for review.

Reviewed and Accepted 02/17/2026

The Library Director follows the *Reconsideration of Library Materials Policy* to evaluate the item and respond to the patron.

The Board of Trustees is involved as outlined in the reconsideration policy.