Topics Recommended for Collection Management Policy

- ☐ Library Mission Statement
- ☐ Statement on intellectual freedom, adopting the Library Bill of Rights, and other ALA intellectual freedom statements
- ☐ Description of community to be served
- ☐ Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
- ☐ Purpose of the collection
- ☐ Responsibility for collection management
- ☐ Parameters of the collection, including subject areas, formats, etc.
- ☐ Criteria for selection, replacement, and withdrawal (weeding)
- ☐ Gifts and Donations
- ☐ Local Authors
- ☐ Procedure for public requests for collection additions
- ☐ Procedure for reconsideration of materials
- ☐ Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)

Helpful Links

The Library Bill of Rights
https://www.ala.org/advocacy/intfreedom/librarybill

ALA Freedom to Read Statement
https://www.ala.org/advocacy/intfreedom/freedomreadstatement

ALA Freedom to View Statement
https://www.ala.org/advocacy/intfreedom/freedomviewstatement

ALA Selection & Reconsideration Policy Toolkit
https://www.ala.org/tools/challengesupport/selectionpolicytoolkit

CREW: A Weeding Manual for Modern Libraries
https://www.tsl.texas.gov/ld/pubs/crew/index.html

ILLINET *Interlibrary Loan Code*

https://www.ilsos.gov/departments/library/libraries/ill_code.html

ALA Interlibrary Loan Code

https://www.ala.org/rusa/interlibrary-loan-code-united-states-explanatory-text