



### Policy Statement

The East Moline Public Library provides diverse materials in a variety of formats to support the Library mission to [Learn](#), [Grow](#), and [Enjoy](#).

### Selection of Library Materials

The Library Director determines the collection development budget and collaborates with the Selection Team to allocate material selection to team members.

Considerations for selection includes:

- Reviews in professional journals, publisher's websites, and other media sources
- Patron demand and representation
- Professional judgment
- Budgetary considerations
- Current and historical significance
- Timeliness of subject matter
- Availability of materials in consortium libraries
- Credibility of author and/or publisher

### Collection Maintenance

The Selection Team, under the supervision of the Library Director, will perform the following maintenance for the entire library collection.

- Shelf reading and shifting will be done on a quarterly basis to ensure materials are in the correct location and collections kept tidy.
- Billed reports will be done on a quarterly basis so that popular items are replaced in a timely manner.
- Holds reports will be done on a quarterly basis so that patron hold time is minimized.
- Item reports will be done bi-annually to assess circulation of collections and support selection of new material.
- Inventory will be done annually to identify missing items.
- Weeding, or removal of library items, will be done annually.

## Removal (Weeding) of Library Materials

The Selection Team will review all library collections annually and select materials to be removed from the collection based on the following considerations:

- Available space
- Circulation
- Condition
- Number of identical titles available in consortium libraries
- Accuracy of information

Books removed from the library collection will first be offered to [Better World Books](#) then the FRIENDS of the Library. All nonprint items will be offered to the FRIENDS of the Library. Occasionally items removed from the collection will be given away at library outreach events.

## Suggestions for Collection

The Library welcomes suggestions for the library collection from EMPL patrons. Patrons may submit a form online or complete a paper form in person at the library. All suggestions will be reviewed by a member of the Selection Team.

Local authors are encouraged to submit suggestions for collection for book(s) they have written.

Donations are accepted in accordance with the Library [Material Donations Policy](#).

## Reconsideration of Library Materials

Requests for reconsideration may only be made by EMPL patrons. Requests can be made in person at the library. The Library Director shall give a written response. (Board appeal?)

## Anti-Censorship

The Board of Trustees adheres to the policy that as a guardian of the people's freedom to read, it is their responsibility to resist the pressure from individuals or groups seeking to impose their standards or tastes on the community at large.

The East Moline Public Library has adopted the American Library Association [Library Bill of Rights](#) and the [Freedom to Read Statement](#).

Adopted by the Library Board of Trustees on January 27, 2025