

MEMO

To: RPL Board

From: Lizzie Hjelle, Deputy Director

Date: Oct 16, 2025

Subject: Revised Collection Development Policy

Dear RPL Trustees,

I have included in this board packet a redline document of the Library's Collection Development Policy. This document outlines proposed changes to the library's current policy that would align with current best practices and recommendations from the American Library Association.

In consultation with Executive Director Nick and the librarian team responsible for selection of library materials, I led these proposed policy revisions. Some highlights include:

- Clarification to the local author donation process, including a standardized required submission form, more strict donation parameters, a clearly outlined definition of “local author,” and requiring a signature indicating understanding of the Local Author section of the Collection Development Policy.

- Removing or updating outdated language and references, such as mentions of the Lakeshores and Arrowhead Library Systems.

- Significant updates to the Reconsideration of Library Materials section and form to better align with best practices recommended by the American Library Association, such as requiring those submitting requests to be library cardholders, limiting the number of requests that can be submitted by a single person in a year, limiting the number of items per form to one, and requiring specific references to the aspects of the material in question.

Thank you for your time and consideration,

Lizzie Hjelle