**CLOUDLIBRARY COLLECTION DEVELOPMENT GUIDELINES**

*Introduction*The SHARE cloudLibrary consortial collection was created with the eRead Illinois grant provided to the Illinois Heartland Library System (IHLS) and the Reaching Across Illinois Library System (RAILS) from the Illinois State Library in 2013. The main goals of the eRead Illinois project were to increase access to e-books for Illinois residents, grow e-book expertise among library staff, library system staff and Illinois residents, and to further promote resource sharing among all public, academic, school and special libraries in Illinois.

Today, the SHARE cloudLibrary collection development guidelines strive to uphold the ideals of the American Library Association’s (ALA’s) [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill) and [Freedom to Read](https://www.ala.org/advocacy/intfreedom/freedomreadstatement) while also providing a collection appropriate to a multitype consortium including public, academic, school, and special libraries. SHARE is dedicated to developing a diverse and inclusive collection so that readers may both see themselves reflected in the items that are available and learn more about those that have a different experience.

*Collection Overview*  
SHARE continuously strives to provide a robust selection of titles to serve the diverse needs of member libraries participating in the cloudLibrary shared collection. As a multitype consortium, the cloudLibrary shared collection serves patrons of all ages coming from a wide range of backgrounds and with a variety of interests and abilities. The collection seeks to provide access to a well-balanced selection of resources providing different viewpoints on issues and topics, as well as popular fiction and nonfiction titles that fulfill the recreational and lifelong learning needs of a diverse patron base.   
  
*General Selection Criteria*  
The following criteria are used when selecting titles for the collection. Titles may be selected based on the presence of one or more criteria. Not all criteria must be met for a title to be selected.

* Accuracy and objectivity of the subject matter
* Artistic merit or excellence
* Attention from critics and professional reviews
* Authority of the author/creator or publisher
* Award-winning or “classic” title
* Cost and budget
* Cultural diversity
* Educational relevance to the [Illinois Learning Standards](https://www.isbe.net/Pages/Standards-Courses.aspx)
* Lasting value of material
* Popular demand
* Relevance to community needs
* Representation of diversity of viewpoints
* Significance of topic
* Timeliness

*Funding*The cloudLibrary shared collection is funded by participating SHARE member libraries. Each library pays an annual fee to provide access to the collection for their patrons. A portion (80%) of that fee is dedicated to purchasing materials for the consortial collection, while the remaining portion (20%) is reserved for future platform fees.

*Collection Development Process*SHARE utilizes a multi-faceted approach to collection development for the SHARE cloudLibrary.

* SHARE staff work in partnership with the cloudLibrary Collection Development team to make selections. The cloudLibrary team compiles weekly lists that feature new releases and popular titles in adult, YA, juvenile fiction and non-fiction, and special interests. SHARE staff review items on these lists weekly and if suitable, titles are purchased for the collection.
* When possible, reviews from publications such as *Booklist*, *School Library Journal*, *Kirkus*, *Choice* and the *New York Times* are consulted to inform the selection process.
* SHARE member libraries participating in the cloudLibrary shared collection are also able to select items for the collection via cloudLibrary shopping carts. Libraries that choose to select titles for the cloudLibrary are provided access to the cloudLibrary Content Acquisition Tool and are allotted a percentage of their annual member fee to add items to the collection.

*Reconsideration of Materials*  
SHARE endorses the [American Library Association (ALA) Freedom to Read Statement](https://www.ala.org/advocacy/intfreedom/freedomreadstatement), [Freedom to View Statement](https://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview), the [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill) and all relevant [Library Bill of Rights Interpretations](https://www.ala.org/advocacy/intfreedom/librarybill/interpretations). The choice of library materials by patrons at participating libraries is an individual matter.

Patrons of cloudLibrary participating libraries wishing reconsideration of materials within the cloudLibrary collection must complete the SHARE cloudLibrary Request for Reconsideration Form in its entirety and submit via email to Cassandra Thompson, SHARE director at [cthompson@illinoisheartland.org](mailto:cthompson@illinoisheartland.org). Only signed forms will be considered.

The title in question will be reviewed by the SHARE E-Resources Committee within 30 days to determine if it aligns with the collection development guidelines. The committee’s recommendation will be reviewed by the SHARE Executive Council. Once a decision has been made, the requestor named on the Request for Reconsideration form will receive a written response indicating the decision and reasoning. Titles will remain in the collection during this process. The step-by-step Request for Consideration procedure is attached (Appendix A).

Appendix A

**CLOUDLIBRARY REQUEST FOR RECONSIDERATION PROCEDURE**

Any cardholder at a SHARE library participating in the cloudLibrary shared collection may request that an item in the cloudLibrary collection be reviewed for appropriateness. A title will be reviewed only once within a five-year period unless the content has undergone major revisions.

The procedure for reconsideration of material is as follows:

1. A patron seeking reconsideration of a work receives a copy of the cloudLibrary Collection Development Guidelines and a cloudLibrary Request for Reconsideration Form. These are available on the SHARE website.
2. The patron seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of library material.
3. The patron may submit the Request for Reconsideration form via email to Cassandra Thompson, SHARE Director at: [cthompson@illinoisheartland.org](mailto:cthompson@illinoisheartland.org).   
   The requestor will receive a response acknowledging receipt of the Request for Reconsideration Form and a review of the material will be completed within 30 days.
4. The form will be presented to the SHARE E-resources Committee for review during a special meeting. The SHARE E-resources Committee will provide a recommendation regarding the title to the SHARE Executive Council.
5. Once the recommendation is reviewed, a response will be sent to the original requester regarding the material and the committee’s decision.
6. The decision will be sent to the requester within 30 days of the original request.