

## **Collection Development Policy**

### Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgments of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

#### Description of community served:

The Colo Public Library serves a rural community and surrounding area whose inhabitants do not have many of the materials available in an urban situation. Therefore, it is necessary to provide various materials, video tapes, computers, copiers, dvds, cds, large print books, audio tapes and other items.

#### Description of clientele served:

The clientele served ranges from poverty level to wealthy people, from small children to elderly, from illiterate to intellectually advanced. The collection should be assembled with these various types in mind.

#### Subject areas available:

An attempt should be made to cover all subject areas, or make them available to patron(s) on Interlibrary Loan basis.

#### Purpose:

The purpose of the Materials Selection Policy is to serve as a guide for librarians and a source of information, for the public or interested individuals, about the principles upon which library materials selection is based.

#### Definitions:

The words “library materials” as used in this policy, have the widest possible meaning – covering printed, audio, digital or filmed material, bound or unbound. Selection refers to the decision that is made to add an item to the collection, or retain one already there. It does not refer to reader guidance.

#### Responsibility and Procedure for Selection of Library Materials

The Library Board of Trustees adopts the Materials Selection Policy which serves as the guideline for building the Library’s collections print and non-print materials.

#### Responsibility for the selection is delegated to the Librarian:

All matters involving questioning of the policy or its execution are brought to the Board of Trustees by the Librarian.

Material(s) suggested by patrons for acquisition by the Library which falls within the guidelines of the Collection Development Policy will be considered for purchase.

#### Procedure for Handling Patron Complaints Regarding Materials

1. When a patron questions the inclusion of any title in the Library’s collection, the matter will be brought before the Library Board of Trustees by the Librarian.
2. The Library Board of Trustees shall make the decision about the disposition of the material in question.
3. The patron has the right to appeal the Library Board of Trustees decision. In accordance with Chapter 28A, THE CODE OF IOWA, such requests must be made a part of the Library Board Agenda and shall be considered at a public meeting. (See separate sheet for form to be filled out by patron)

#### General Selection Criteria and Considerations

The primary objective in selecting materials for Library purchase is to collect items of contemporary significance and/or permanent value. The Library will be guided by a sense of responsibility to the community, both present and future, financial circumstances, and community consideration.

The Library also has the responsibility to make available materials of a lighter and/or ephemeral nature for enjoyment and recreational purposes.

The Library attempts to avoid the accumulation of material contributing to unnecessary duplication

#### A. Non-Fiction

Criteria to be evaluated in selecting non-fiction items shall include, but not be limited to, the following:

1. Authority and competence of the author.
2. Accomplishment of its purpose.

3. Fundamental objectivity.
4. Clarity, honesty, and accuracy of presentation.
5. Relation to the existing collection.
6. Relative importance in comparison with other books on the subject.
7. Need or demand.
8. Timelines of subject matter.

#### B. Fiction

The collection includes representative novels of the past and present, notable for literary quality and cultural value; historical and regional novels; character studies; biographical and psychological novels; novels relating to the fields of art, industry, social problems, science and the professions; satire, fantasy, and humor; mystery, romance, suspense, science fiction, western, adventure, and short stories. The Library also includes representative and/or significant works of experimental novelists and new trends.

Public interest and/or positive evaluation in established and widely accepted reviewing sources are important considerations in acquisition of fiction items.

#### Adult Material and the Younger Reader

The Library recognizes that some material is controversial and any given item may offend someone. Material selection, therefore, is not based on anticipated approval or disapproval, but primarily on the merits of the material in relation to the varied needs and interest of the community's citizens and to the balance of the Library's collection.

To label or sequester material because of its potential controversial nature is an act of censorship. The Library, therefore, does not restrict access to library materials except for the express purpose of protecting material from mutilation or theft.

Children and young adults may use both the children's and the adult collections. A minor's parents or guardians are responsible for the reading and library use of their children. Children's fiction and non-fiction collections are developed and maintained for the convenience of minors and their parents/guardians.

#### Children's Services

The children's department provides books and other materials for pre-school children through sixth grade, and for individuals who are concerned with children and children's literature.

The objective of selecting books for children is to build a collection which serves the intellectual, recreational, and informational needs of boys and girls at various age levels with diversified intelligence, tastes, backgrounds, and interest.

The purpose of the book collection and its supplementary materials is to help young readers acquire and develop a lasting enjoyment and appreciation of literature and

reading. It also serves the purpose of better preparing young readers for their schoolwork.

In addition, continuous re-evaluation of the existing collection is systematically performed in order to maintain the effectiveness and quality of resources.

The quality of the book and general demand are factors to be considered in selecting materials.

In selecting children's fiction, the appropriateness of the theme, the quality of the writing, and the literary style of the work, are the first considerations. Popular genre, such as mystery, westerns, science fiction, and realistic contemporary novels, are frequently selected to provide an ample supply for readers. Established popular authors are purchased to meet the constant demand, in quantity if demand is necessary.

In children's non-fiction, accuracy and objectivity in the treatment of the subject matter, level of complexity for the intended audience, popularity, and the degree of availability of the subject matter in the existing collection are primary considerations in selection.

In the area of picture books, the appropriateness of subject matter for young readers, the quality of writing, and the excellence of the illustrations, along with the attractiveness of the new book jacket, and the quality of binding, are taken into consideration in book selection.

Library also provides reading materials for reluctant readers. The attractive format, generous use of illustrations, popular subject matter, the size of print and margins, and low-reading level combined with high interest level are the criteria used for selecting the titles.

Books may be purchased in either hardcover or paperback editions as deemed the best for the patrons, by the Librarian. Large print editions should also be considered and are currently being purchased with the Alice Ball Endowment. The Library will also add donated copies of current high-interest paper-backs or hard-covers, that are in good physical condition, to the circulating collection. If not included in the collection donated books may be disposed at the librarian's discretion.

Periodicals are selected mainly for their recreational and cultural nature.

Audio-visual materials for children will be selected for cultural, educational, and recreational experiences.

#### Gifts

The Library accepts gifts from patrons if the material fits within the scope of the Collection Development Policy. The Library, however, reserves the right to dispose of gift materials as its needs dictate. The Library cannot provide donors with an estimate of the gift's value for tax purposes.

A letter of appreciation, signed by the Librarian, will be sent to all persons donating gift material.

Gifts to library employees are subject to the provisions of Iowa Code Chapter 68B.

Cooperative collection development:

The Library shall participate in all State and County cooperative exchanges that will enhance the collection in the local library, and make more materials available to the patrons.

Withdrawn items may be traded or given to other libraries, sold, or if of little or no value, discarded.

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