

IDA GROVE PUBLIC LIBRARY

Material Selection and Collection Management Policy

Policy

The Ida Grove Public Library was established for the purpose of providing residents of Ida Grove with access to books and other resources and services for education, information, and recreation. With this mission in mind, the library board of trustees recognizes the importance of cultivating and managing the library's collection to make available to the citizens of Ida Grove both items of permanent value and items of current interest.

Policy Statements

The library, the library board of trustees and its staff consider reading, listening, and viewing to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights.

Underlying the Material Selection and Collection Management Policy are the American Library Association's Library Bill of Rights, The Freedom to Read Statement, and the Freedom to View Statement (see attachments 1-3). The library, the library board, and library personnel will not, either directly or indirectly, ban or censor any material. The presence of an item in the library does not indicate any endorsement of its content by the library.

The library board of trustees recognizes that while individuals are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within any guideline set forth by the library.

The Materials Selection and Collection Management Policy of the Ida Grove Public Library guide the professional staff responsible for selection of materials and inform the public about the principles upon which the selection of library materials are based.

Responsibility of Material Selection

The Ida Grove Public Library Board of Trustees delegates the selection of library materials, as well as collection management responsibilities, to the Ida Grove Public Library Director and to members of the professional staff. All materials selected for inclusion in the library collection, as well as materials selected for removal from the collection, shall be held as selected by the Ida Grove Public Library Board of Trustees.

Criteria for Material Selection

Use of materials, in all formats, is the most powerful influence on the library's collection. Purchase of new titles and withdrawal of old materials are both influenced by current and historic circulation rates. In addition, the number of holds placed and patron requests are closely monitored and directly influence the purchase of additional copies of high demand titles or remaining series titles.

In addition to these considerations, the library attempts to meet the community's present and future needs as it adds titles, considers emerging formats, and seeks to enrich the collection and maintain its overall balance.

Librarians apply their judgment and experience in selecting materials when making selections to add or remove from the collection. Works of imagination are judged by different standards than are works of

information and opinion. Materials are judged on the basis of the work as a whole rather than on isolated portions or parts taken out of context. In considering individual titles in the selection process, librarians consult historic circulation data, along with reviews and other evaluative sources.

No single criterion is applicable to all selection decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational, or educational interests of the community.

When judging the quality of materials several standards and combinations of standards may be used. The following principles will guide selection:

- Relevance to interests and needs of the community
- Anticipated demand or critical review and publicity
- Suitability of physical form for library use
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Current or historical significance of the author or subject
- Reputation and/or significance of the author/artist and publisher/producer
- Relevance to the experiences and contributions of diverse populations
- Price, availability in relation to the library materials budget

*Note: As a general rule: textbooks, in-depth reference materials, and collector's items will not be purchased or added to the collection. Special interest group selections will be balanced according to budget limitations and general demand for the item.

Special Considerations for Collection Areas

Local History/Community Information

The library is committed to providing information and resources for its patrons about the community and the state. It selectively acquires and provides access to relevant resources about Ida Grove, its surrounding areas and the state of Iowa in general. The library also provides basic historical and genealogical materials, generously loaned to the library from the Ida County Genealogical Society. Materials selected for purchase in the local history collection may or may not meet selection criteria in other respects, with local interest taking precedence over other factors. Local history materials will not be discarded unless their physical condition deems necessary, at which time the items will be donated to the Ida County Historical Society for preservation.

Digital Collections

Selection of digital content can vary among vendors who supply digital content to the library. In instances where individual title selection is not available, selection of the service will be based upon the reputation and overall content offerings of the vendor.

Patron Requests

Patrons are encouraged to recommend or request items they believe should be added to the library collection. Each recommendation or request will be given consideration. However, acceptance of such a request or recommendation does not obligate the library to purchase the item. Patron requests will be evaluated for inclusion in the collection using the same criteria as purchased materials.

Donations and Gifts of Materials

The Ida Grove Public Library will gratefully accept donations of materials or funds to purchase materials. The library accepts restricted gift funds only if the material to be purchased has been jointly approved by the donor, the library director, and the library board of trustees. Gift additions must meet the same selection criteria as purchased materials and are accepted subject to the following limitations:

- The library retains full ownership of the gift
- The library makes the final decision on its own use or other disposition of the gift
- The library reserves the right to decide the conditions of display, housing, access, and retention

Collection Management

The library's collection is a constantly changing entity. The collection is reviewed on an ongoing basis and materials are added and withdrawn frequently with an emphasis on contemporary popularity and an attempt to maintain the collections enduring value to the community. Collection management decisions, such as the decision to discard, rebind, or replace materials, are made by the library director. Influential factors in these decisions include: patterns of use, physical capacity of the library, availability of like materials from other library systems, physical condition of the material, copyright dates, and the library's need of the particular material in the collection. Items discarded from the library collection will be offered for sale to the general public, with exception of outdated or superseded materials which will be recycled or placed for trash pick-up.

Requests for Reconsideration of Library Materials

The Ida Grove Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

The library is committed to complete access of all materials to patrons who are in good standing with the library. It is the individual's responsibility to decide what they will or will not find appropriate for their needs. In terms of access to materials by minor children, it is the parents or guardians legal and moral responsibility to monitor this activity. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be on restricted access shelves except to protect it from theft or damage.

Although materials are carefully selected, differences of opinion regarding suitable materials can arise. Should a member of the community question the selection or placement of a title in the collection, he or she is welcome to discuss their concerns with the library director. If those discussions do not satisfy the community member, a formal "request for reconsideration" form may be completed and returned to the library director. The matter will be placed on the agenda of the next regular meeting of the board of trustees. Materials will not be removed from the shelves or from circulation to the general public during the review process; and only the board of trustees may decide to remove an item from the collection. The decision of the library board is final, and the director will respond to the community member who initiated the request for reconsideration after the final decision has been made.