

COLLECTION DEVELOPMENT POLICY

General Criteria:

Responsibility for collection development lies with librarians who apply professional knowledge, experience, and this policy in making decisions. Ultimate responsibility for collection development lies with the Director. Materials for the library collection are chosen to serve the informational, educational, and recreational needs of library users of all ages. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, within the limits of cost and space and considering current holdings and demand. Generally, collections are broad, current, and popular and are not archival or comprehensive. Including materials in the collection does not constitute endorsement of their contents. The library recognizes that any given item may offend some patrons, but because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

I. Intellectual Freedom

The Hiawatha Public Library Board of Trustees subscribes to the principles outlined by the following:

- A. Freedom to Read Statement adopted by the American Library Association (ALA) Council on June 25, 1953 and revised January 28, 1972; January 16, 1991; July 12, 2000; and June 30, 2004.
- B. Library Bill of Rights as adopted on June 18, 1948; amended on February 2, 1961 and January 23, 1980; inclusion of "age" reaffirmed January 24, 1996 by the ALA Council.
- C. Freedom to View Statement as endorsed by the ALA Council on January 10, 1990.
- D. Libraries: An American Value adopted by the Council of the American Library Association on February 3, 1999; notably "We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched."

II. Selection of Materials

Selection is based primarily on need and demand.

- A. Responsibility for materials selection and all library activities rests with the library director who works under the authority and policies of the library board.
- B. The library's collection emphasis is on popular materials.
- C. Borrower demand: an attempt is made to acquire materials in high demand within the limits of space and finances. The library welcomes suggestions and comments from the public and will consider requested materials of reasonable cost and value to the collection for acquisition. Patrons will be limited to five purchase requests each month.
- D. Collection need: Areas of the collection will be updated and expanded in

Response to the need of the community. Specialized resources available in other local libraries will not be needlessly duplicated. The library adds curricular materials only when these also serve the general public.

- E. The library collection will include books, Book Club kits, DVDs, sound recordings, magazines, and newspapers. In addition, the library collection includes downloadable audiobooks, ebooks, music, and magazines. The library maintains links to online resources determined to be useful for informational, educational, and recreational needs.
- F. The library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, reciprocal borrowing agreements, and access to Internet resources.

III. Collection maintenance

Collection maintenance is an ongoing process. To ensure that the library's collection is up-to-date and relevant to the community's needs, the usefulness of materials previously added to the collection is reevaluated on a regular basis. Items that are outdated, damaged, duplicated, or not being used will be considered for removal. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Withdrawn materials may be donated to the Friends of the Library or to other area libraries. If not donated, the items are recycled or discarded.

IV. Donations

Donations of materials is encouraged with the understanding that the donation will be added to the collection following the same criteria as purchased items. Special interest materials will be added when space permits.

V. Availability of Materials

The use of library materials is not restricted because of a patron's age. Responsibility for use of any resources by minors rest with parents and/or legal guardians.

VI. Reconsideration of Materials

Requests for reconsideration of materials in the collection will be referred to the Library Director. Patrons may complete a Patron Complaint Form. Written objections will be taken to the Library Board for their consideration. The Board will determine the outcome of the reconsideration request.

Review by library Board 2/12/2002

Reviewed by Library Board 8/14/07

Amended 3/15/11

Revised 2/11/14

Revised 10/10/17

Revised 2/13/18