

## Collection Development Policy

### **POLICY STATEMENT**

The Atlantic Public Library offers a collection of materials in a variety of formats to meet the needs of the people of Atlantic, Cass County, and surrounding areas.

### **REGULATIONS**

#### SELECTION OF MATERIALS

The responsibility for the selection, maintenance, and withdrawal of materials is delegated to the Library Director and staff.

Selection of materials is influenced by:

- Reviews in professional journals, publishers' catalogs and websites, and other media sources.
- Current and historical significance.
- Professional judgment.
- Budgetary considerations.
- Credibility of the author and/or publisher.
- Timeliness of subject matter.
- Patron demand. "Customer Request" forms are available.

#### DISCARDING MATERIALS

The library uses the C.R.E.W. (Continuous Review Evaluation Weeding) Method for discarding items from the collection. Weeding of materials is influenced by:

- Accuracy of information
- Condition
- Relevancy
- Circulation statistics for the item

#### ELECTRONIC MATERIALS

- Selection of electronic books and audiobooks will follow the State Library of Iowa's BRIDGES Selection Policy.
- Selection of electronic materials not available through BRIDGES will follow the same guidance as print materials, as technology becomes available to accommodate additions to the collection.
- Online resources, or databases, including subscription services, will be evaluated on a continuous basis by library staff to meet the needs and wants of the community and library users.

#### DONATED MATERIALS

- The Library will accept items in good condition.
- Donated materials will be reviewed by the appropriate staff member, who will determine if the materials will be added to the collection, placed in the Friends of the Library Book Sale, or discarded.

- Library staff will provide receipts upon request. It is up to the donor to determine the value of the items donated.
- The Library has the right to refuse any donation.
- Donations become the property of the City of Atlantic and the Atlantic Public Library.
- The Library cannot provide refunds for donated money or materials.

#### RECONSIDERATION

- Requests for reconsideration may only be made in writing, using the *Request for Reconsideration* form.
- Only residents of Atlantic, contracting cities, and rural residents of Cass County may submit a *Request for Reconsideration*. See Appendix A.

#### **PROCEDURES**

##### SELECTION OF MATERIALS

- Selectors will use the following to determine materials to add to the library's collection:
  - Professional reviews, including but not limited to *Publisher's Weekly*, *Library Journal*, *School Library Journal*, and *Book Page*
  - *The New York Times Bestsellers List*
  - Patron request and demand
- Selectors will use the resources available from library vendors, including:
  - Standing orders with Center Point Large Print
  - Automatically Yours and the Leasing program with Baker & Taylor
  - Standing orders with Baker & Taylor, Ingram, Recorded Books
- Materials can be ordered from a variety of sources, including: Baker & Taylor, Ingram, Amazon, MicroMarketing, Recorded Books, and Midwest Tape. Materials can be purchased by independent book sellers, but items should be compared with the library's vendors first.
- Materials should not be purchased by staff members to be reimbursed by the library.
- The Library Director will provide monthly budget reports concerning materials to each selector.
- Selectors will maintain accounts and invoices to check against monthly reports.
- The Library Director will provide a breakdown of the materials budget for each section of the library and meet with the selectors to discuss focus on the overall collection for each year.
- Selectors need to order materials for the entirety of the collection they are responsible.
- Patron requests will be considered on the merits of local demand, timeliness of the item, and how the item would fit into the library collection.
- Multiple copies shall be ordered when current items held by the library have more than 9 holds per item.
- Titles from the Leasing program will need 12 holds per title to facilitate multiple copies being purchased, above the leasing copies.

##### DISCARDING MATERIALS

- Selectors will use the C.R.E.W. method to evaluate the sections of the library they select.
- Materials will be evaluated on a regular and consistent basis.

- Materials set to be deselected will be pulled from the shelves and evaluated for condition and historical context.
- Selectors will delete discarded materials from Apollo, stamp the book with a “withdrawn” stamp, and black out the barcode.
- Materials should then be sorted:
  - Materials dated more than five years in the medical, travel, and legal areas of the collection will be recycled.
  - Materials in good condition will be set aside for the Friends of the Library Book Sale, held bi-annually.
  - Materials in disrepair will be recycled.

#### ELECTRONIC MATERIALS

- The Library will follow the Iowa Library Services BRIDGES Selection Policy.
- Online resources will be evaluated for use and content on a yearly basis. Usage should be determined by monthly statistics gathered for the Board packet.
  - The Library Director or designated staff will determine whether any or all online resources are necessary or needed by the community as individual contracts expire.
- The Library Director, or any library staff, can find different electronic resources for the library to evaluate.

#### DONATED MATERIALS

- Donated materials and money become the property of the City of Atlantic and the Atlantic Public Library. Once an item is donated, it cannot be given back to the donor.
- Donated materials will be evaluated by staff on a regular basis, to fill gaps in the collection.
- Items that match these criteria can be added.
  - Published in the last five years, with the exception of historical content
  - Medical, travel, and legal materials must be newer than two years
  - Items are in good condition – no markings, no missing pages, no scratches, and cover intact.
- Monetary donations, including memorials, can be taken with suggestions for purchase by the donors.
  - Selectors will try to match the request to the best of their ability, with these exceptions:
    - Items should be published in the last five years or less
    - The Library does not already own the item in good condition
  - When monetary donations are taken, the staff member will request authors and subject areas the donor is most interested in.
- Items that are not needed in the library’s collection will be set aside for the Friends of the Library Book Sale, or recycled, depending on content and condition.

#### RECONSIDERATION

- The appropriate staff will listen to the concern of the individual or group
- After the initial discussion, the staff person will provide copies of the American Library Association’s Freedom to Read and View statements, and the “Library Bill of Rights” to the concerned party.

- If the individual or group requests further action, they will need to submit a *Request for Reconsideration* form to the Library Director, either by mail, email, or in person.
- Upon receipt of the form, the Library Director will contact the concerned party, acknowledging receipt of the form and explaining the library's procedures.
- The Library Director will assign two (2) or more staff to evaluate the complaint, review or read the item, consult reviewing media (if possible) for other judgements on the item, and search for information about the author(s)/editor(s)/etc.
- A written report with copies of all pertinent documents will be submitted to the Library Director within twenty-one (21) days of the complaint.
- The Library Director will make a recommendation at the next regularly scheduled Board meeting.
- The Library Board of Trustees will make a final ruling on the request.
- The individual or group making the request for reconsideration will be contacted by the Library Director with the Library Board of Trustees' final decision.

## **GUIDELINES**

### SELECTION OF MATERIALS

- Youth Services staff will be responsible for youth and teen materials. Adult Services staff will be responsible for adult materials.
- The library does not limit children to use of the children's collection. Therefore, a child's parent or guardian, not the library, must be responsible for the materials chosen by the child.
- The library generally does not purchase items of a promotional nature, such as those advertised in infomercials.
- The library gives preference to titles vetted in the editing and publishing industry.
- Library staff use the Dewey Decimal Classification System and Library of Congress subject headings to place materials in the proper subject area and shelving categories.
- Inventory shall be taken at least once every five (5) years. Inventory of each collection maybe done as an ongoing part of collection maintenance, or as a separate function. This will be determined by the nature of the collection.
- The library will purchase multiple copies of high-demand materials when warranted and based on budgetary resources. Additional copies of materials may be purchased at the discretion of the library.
- Interlibrary Loan (ILL) is not a substitute for the collection, but is meant to expand the range of materials available to library users. All ILL requests for recent material are considered for purchase.

### DISCARDING MATERIALS

- Youth Services staff will be responsible for youth and teen materials. Adult Services staff will be responsible for adult materials.
- The collection is not generally archival and items are expected to be used frequently.
- Library staff will continuously evaluate the library collection. Materials in poor condition, outdated, or used infrequently, will be withdrawn. Worn materials will be replaced at the discretion of the staff.

- Weeded items will not be reserved for patrons interested in purchasing. All items discarded from the library's holdings will be on a first-come, first-served basis.

#### ELECTRONIC MATERIALS

- Electronic resources, such as the Library's databases, will be evaluated yearly for continued subscription. Resources must fall under one or more of the following:
  - Be used frequently by the library's users
  - Be of value found nowhere else in the library's collection
  - Supplement library services or the collection in a way the physical collection cannot
- The Library Director and staff will evaluate the current and possible future resources available to libraries, for content and ease of use.

#### DONATED MATERIALS

- The Library staff recognize the generosity of the community in donating materials to the Library.
- Materials in good condition will be evaluated for the library's collection. These include:
  - Timeliness – publication date and content
  - Condition – No torn pages, no markings or writing, cover is still intact, pages are clean
  - Repetition – The content is not adequately covered by the library's existing collection and no other copies are currently found in the library collection
- Materials in good condition, but not needed in the library's collection will be donated to the Friends of the Library, to be placed in the bi-annual Book Sale.
- Monetary donations will be used to the best of the staff's ability to match the needs of the collection and the request of the donor.

#### RECONSIDERATION

- Requests for reconsideration may only be made in writing, using the *Request for Reconsideration* form. Only residents of Atlantic, contracting cities, and rural residents of Cass County may submit a *Request for Reconsideration* form. See Appendix A.
- Materials are not marked or identified to show approval or disapproval, and no materials are sequestered, except to protect valuable or rare items from destruction or theft.
- Responsibility for reading, viewing, and listening by children and teenagers rests with the parents or legal guardians. Access is not restricted by the fact that children may obtain materials their parents consider objectionable.
- The library staff and Board of Trustees uphold the principles set forth in the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement* (found in Appendix B).
- Questioned materials remain in the active collection until an official decision is made.
- The public has a right to question materials in the collection.

Approved: November 2015

Revised: December 2015

**Appendix A**  
**Request for Reconsideration form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

You represent (circle one):    Self                      Organization (*please provide the name of organization below*)  
\_\_\_\_\_

**1. Resource on which you are commenting:**

\_\_\_\_\_ Book                  \_\_\_\_\_ Video                  \_\_\_\_\_ Display                  \_\_\_\_\_ Magazine

\_\_\_\_\_ Audio Recording                  \_\_\_\_\_ Newspaper                  \_\_\_\_\_ Library Program

\_\_\_\_\_ Electronic information/network (*please specify*):  
\_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

**2: What brought this resource to your attention?**

**3. Have you examined the entire resource?**

**4. What are your concerns about this resource? (*use the other side or additional pages as necessary*)**

## APPENDIX B

### 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.

I. 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.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic

system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic

society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.