

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

COLLECTION DEVELOPMENT POLICY

I. MISSION STATEMENT:

The Bertha Bartlett Public Library will strive to meet the needs of the community by offering access to information, education, recreation and communication services and materials for its patrons. The library will continuously improve its materials and services.

II. PARAMETERS OF THE COLLECTION

A. The library adds books, DVD's, compact discs, audio books, periodicals, and large print books. Paperbacks are added mainly through donations.

B. Nonfiction is purchased to meet all age requirements. Attention is given to areas where students need information for reports. Encyclopedias are updated as needed. Text books are not purchased.

C. Fiction is added monthly for adults and children. The library tries to keep a good supply of the best sellers as well as well-known authors. The library tries to maintain a balanced collection.

D. Computer hardware and software is available for patron use.

III. Priorities And Limitations

Duplicate copies are accepted by the library. Due to budget limitations, the library may not have all the books needed to fill patron demands.

Other sources:

1. Interlibrary loan.
2. Reference requests — State Library of Iowa, Ames Public Library
3. Heartland Area Education Association 11
4. Open Access, Access Plus

IV. SELECTION

A. The library subscribes to the general principles embodied in the "Freedom to Read," "Freedom to View," and "The Library Bill of Rights" prepared by the American Library Association. The library ascribes to the accepted principles of intellectual freedom.

B. The primary objective in selecting materials for purchase is to collect items of contemporary significance and/or permanent value. Patrons are an essential part of the library and their suggestions and comments are encouraged. The library will try to purchase patron suggestions from the Suggestion Box if it is content appropriate, financially feasible, and provides balance or depth to the collection.

1. Materials must meet the following criteria:
 - a. Authority and competency of the author.
 - b. Accomplishment of its purpose.
 - c. Fundamental objectivity.
 - d. Clarity, honesty, and accuracy of its presentation.
 - e. Relation to the existing collection.
 - f. Relative importance in comparison with other books on the subject.
 - g. Timeliness of the subject matter.
 - h. Literary quality.
 - i. Cultural value.
 - j. Historical relevance
 - k. Evaluation in the established and widely-accepted reviewing sources.

C. Adult Material and the Young Reader

1. The library recognizes that some material is controversial and may offend some readers. Material selection, therefore, is not based on anticipated approval or disapproval, but primarily on:

- a. The merits of the material in relation to the varied needs and interests of the community's citizens, and
- b. The need to balance the library's collection.

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

3. Young adults (Jr. & Sr. High) and children (Preschool thru 6th) may use both the children's and the adult collections. A minor's parents or guardians are responsible for the library use of their children. Children's and young adult collections are developed and maintained for the convenience of minors and their parents or guardians.

D. Responsibility for Selection of Library Materials

The library board of trustees endorses the Material Selection Policy which serves as the guidelines for purchases. The board of trustees delegates this responsibility to the librarian. If questions arise concerning policy, the librarian will direct the

matter to the board of trustees for resolution.

E. Selection Tools

- a. Review publications, such as Booklist, Library Journal, School Library Journal, Kirkus, etc.
- b. Des Moines Sunday Register.
- c. New York Times Book Review.
- d. Workshops.
- e. Children's Catalog.
- f. Fiction Catalog.
- g. Amazon reviews and other Internet reviewing sources
- h. Requests from patrons

V. EVALUATION OF COLLECTION FOR WITHDRAWAL

The staff continually examines the collection. Items will be withdrawn when they meet any of the following criteria:

1. Out of date.
2. Poor condition.
3. Questionable because of newer materials.
4. Circulation patterns.
5. Community interests.
6. Availability of newer or more valid materials.
7. Books or materials of local history are exceptions and will not be pulled unless better copies are located.
8. Books or materials with desirable titles that are withdrawn because of condition or loss will be considered for replacement as the budget allows.

Adopted 3/89
Revised 3/07
Reviewed 11/10
Revised 7/14,10/18