

OTTUMWA PUBLIC LIBRARY

POLICY AND PROCEDURE

Name of Policy: **COLLECTION DEVELOPMENT**

Purpose

The Ottumwa Public Library develops and maintains its collection in order to meet the recreational, cultural, educational, and informational needs of library patrons in the City of Ottumwa and Wapello County. This policy guides librarians in the selection of materials and informs the public about how materials are selected and retained.

Definitions

Materials: has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats.

Collection: is defined as materials that are selected for the Ottumwa Public Library.
Selection: refers to the decision that must be made to add a given item to the Ottumwa Public Library.

Intellectual Freedom: is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

Responsibility for Collection Development

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Ottumwa Public Library Board of Trustees. The Library Director may delegate this responsibility to appropriate staff members.

Community input drives the development of the collection. The library welcomes suggestions and feedback from patrons. Staff also shape the collection based on patron needs and expectations by:

- Engaging in open two-way communication with patrons and other staff
- Creating an understanding, respectful, and responsive environment in which to interact with patrons and other staff
- The equitable application of collection development policies to all material requests
- Investigating and responding in a timely manner to shifts in community demographics, societal evolution, and technological change
- Balancing the needs of the individual and the community
- Improving the collection by obtaining ongoing, anonymous measurement of collection usage

Scope

The Ottumwa Public Library collects, organizes, and makes available materials of

contemporary significance and long-term value for our patrons. The collection is reviewed and revised on an ongoing basis to meet contemporary needs. Collections are broad, current, and popular; not archival nor comprehensive. However, collections of unique historical value to Ottumwa and Wapello County are collected and retained when possible.

Selection Criteria

Patron interest is the primary impetus in selecting materials and formats. Because librarians have a professional responsibility to be inclusive, not exclusive, in developing collections, materials are also selected to contribute to a collection that contain a broad selection of subjects and represent all viewpoints.

The Ottumwa Public Library's current Mission Statement guides the selection process as well.

The Ottumwa Public Library serves the residents of Ottumwa and Wapello county by:

- * providing resources to satisfy curiosity and stimulate the imagination of citizens;*
- * offering a safe, comfortable place for the individual to enjoy and for the community to gather;*
- * and endeavoring to inform patrons about their community and the resources it offers.*

In order to provide the community with a useful and relevant collection, staff will evaluate materials according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

- Current and anticipated needs and interests of the community
- Reviews in professionally recognized resources such as Library Journal, Booklist, Publisher's Weekly, and School Library Journal as well as popular reviews from a variety of sources.
- Suitability of physical form for library use
- Accuracy, social significance, and timeliness of content
- Significance of author, illustrator, publisher, or issuing body
- Relative importance in comparison with other books on the subject
- Availability of material elsewhere - selectors may choose to not acquire materials available elsewhere to which our patrons have access.
- Representation of unique or controversial points of view
- Receipt of, or nomination for, major awards or prizes
- Patron demand
- Affordability

Additional criteria apply to the following formats and genres:

Adult Books are selected according to the criteria listed above. As a general rule, the library will only acquire works of interest to the layperson. Multiple copies are purchased as needed. The library does not typically add abridged versions of works.

Children's Books are selected to meet the recreational, cultural, educational, and informational needs of children from infancy through sixth grade. The criteria of patron demand and need are also considered.

Young Adult Materials - the library selects materials for youth grades seven through

twelve for its specialized Young Adult Fiction, Nonfiction, and Serials collections according to the criteria above.

Large Print materials are selected according to the criteria listed above. This collection offers primarily works of popular fiction and westerns. A smaller selection of popular nonfiction works is also available.

Serials - magazines are purchased to support the library's mission of satisfying our patrons recreational, cultural, educational, and informational pursuits. The library also subscribes to the Ottumwa Courier as well as several newspapers both from the surrounding area and national.

Audio Recordings -the library selects a wide range of musical and non-musical audio recordings on CDs for circulation. The above criteria apply. The library generally prefers to add unabridged audio materials; however should popular demand coincide with the lack of unabridged materials, abridged versions will be considered. The library will evaluate and introduce new formats when available and widespread.

Visual Material - popular feature films, documentaries, instructional videos and other visual media are selected for the library's collection in a manner consistent with patron demand and budget constraints. As technology changes, the library will acquire visual media in the prevailing formats.

Electronic Databases are selected according to the criteria listed above. The Library will also consider: ease of use of the product; availability of the information to multiple, concurrent users; remote availability; technical requirements for access; and support and training available.

Textbooks are not usually selected for the library collection. However, they may be added if they provide the best or only source of information on a subject.

Pamphlets, Brochures and similar short publications - materials not easily processed as books are made available in the library's pamphlet file. Special interest or promotional materials may be added if their basic purpose is to inform and if they conform to the criteria above. Pamphlets, brochures, and flyers for activities not related to the library may be available in the pamphlet rack if the content conforms to the library's Displays, Posters, & Announcements policy.

Local History and Genealogy - the library maintains a combined collection of materials related to Iowa and local history as well as genealogical materials which include local history, local cemetery records, census records, and family histories. This collection is available to patrons for reference use.

Intellectual Freedom

The Ottumwa Public Library supports intellectual freedom and has adopted the following statements as policy: The ALA's *Library Bill of Rights, Freedom to Read, Freedom to View, and Access to Library Resources and Services for Minors*. (These are attached to this policy.)

The Ottumwa Public Library acknowledges that some material is controversial and that any given item may offend someone. However, materials selection is not based on anticipated approval or disapproval but on the merits of the material and its value to the collection and diverse interests of patrons. Furthermore, library materials are not marked or identified to show approval or disapproval of the contents, nor are the materials

sequestered as doing so would constitute an act of censorship. The inclusion of an item in the library collection in no way expresses the Library's endorsement of its contents.

Gifts & Donations

Gifts shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final determination of acceptance, use, or disposition. By law, the appraisal of the gift for tax purposes is the responsibility of the donor. Memorial gifts of books or money are also accepted. Suitable bookplates will be placed in the book. Specific memorial books can be requested by the patron. These requests are subject to the same selection criteria as other materials in the library. Book selection will be made by the Director or designated staff if no specific book is requested by the donor.

Donated materials, if selected for addition to the collection, will be integrated into the general collection.

Maintaining the Collection

In order for the Library's collection to best serve the community, trained staff members will use professional criteria to evaluate the collection and remove materials that are no longer useful or in too poor condition to circulate. Extra copies of materials no longer required to satisfy demand will be removed from the collection as well. This process of deselecting materials, commonly known as "weeding", is carried out in a thorough and conscientious manner in order to achieve a well-balanced, up-to-date collection that facilitates patron access to information. Weeding is a continuous, natural part of the life-cycle of materials in the Library's collection. Materials no longer useful to the library will be placed on the continuous book sale shelves or recycled.

Materials will be considered candidates for weeding if they:

- Are in poor condition
- Are inaccurate, or outdated
- Primarily consist of subject matter no longer of current interest
- Have not circulated within a reasonable period of time. Time periods vary by collection areas and material types. The Library generally refers to the CREW Method for determination of time periods.

Reconsideration of Library Materials

The choice of library materials by library patrons is an individual matter. While an individual may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Any patron who objects to the presence or absence of a work may do so by completing the *Statement for Reconsideration of Library Materials* form. The inquiry will be placed on the agenda of the next regular meeting of the Ottumwa Public Library Board of Trustees. The Library Director will review the request and write a recommendation regarding the material. The Director will communicate this recommendation in writing to the Board of Trustees. The Board will determine whether the request for reconsideration has been handled in accordance with state policies and procedures. On the basis of this

determination, the Board may vote to uphold or override the recommendation of the Director. Challenged materials shall remain in the collection and accessible during the review process.

Date Revised 9 August 2021

Date Revised 10 Sept 2018

Date Revised: 8 June 2015

Date Revised: 9 July 2012

Date Revised: 13 July 2009

By: Ottumwa Public Library Board of Trustees