

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.

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 library provides free access to materials in a number of formats (print, media, and electronic) to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns. OPL supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of the library materials lies with his or her parent or guardian.

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.

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.

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.

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.

- Budget & space limitations require a focus on materials that appeal to a broad range of users rather than academic and highly technical works collected by universities and other research institutions.
- 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.
- Accuracy, social significance, and timeliness of content
- 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

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.

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.

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Date Revised: 9 July 2012

Date Revised: 13 July 2009

By: Ottumwa Public Library Board of Trustees