

# COLLECTION DEVELOPMENT POLICY

## SELECTION OF MATERIALS

The Clive Public Library provides materials and services to support the informational, educational and recreational needs of the library users of Clive. The functional roles of the library will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the library manager who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. First, the recreational, educational, and informational needs of the community will be considered in selecting materials. When collections are shared with a consortium of libraries selection may be delegated to the consortium managers.

Before the beginning of each budget year, the Director will determine how funds will be allocated among the major collection subdivisions (e.g., adult non-fiction, fiction, youth collection, reference, periodicals, media and electronic). Circulation statistics and counts of in-house use of materials will be maintained to assist in decision-making. Average cost per item, as determined by the previous year's purchases and reports in library and publishing journals, will also be considered in allocating funds.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Instead of reviews, popular demand (bestsellers, school bibliographies, local interest) may be used as the criterion for selection of materials. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria. Selection procedures shall follow the principles set forth in the *Library Bill of Rights* and the *Freedom to Read Statement* of the Library Association, and in accordance with federal and state laws.

The Clive Public Library does not attempt to acquire textbooks that support local curricula, but may acquire textbooks for general use by the public. Multiple copies of popular books (e.g., bestsellers, resume guides, tax preparation) may be purchased to meet demand. Paperback books will be purchased when available to meet short-term demand. The library will attempt to have information available in a variety of formats (book, non-book/media, pamphlet, magazines, electronic) when available and practical. Generally, only one copy of materials in other formats (media, electronic) will be purchased unless long-term high demand is anticipated. Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

## **GIFTS**

The Clive Public Library welcomes gifts of new and used books, audio recordings, media, and similar materials. Items will be added to the collection in accordance with the selection policy of the library. Once donated, items become the property of the Clive Public Library and may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of donated items, but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the selection policy of the library. If requested, notification of memorial or honorary contributions will be sent to the family of the person being recognized or to the person being honored. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the library based on the suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

## **POLICY REGARDING REQUESTS FOR RECONSIDERATION OF MATERIALS**

The Clive Public Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all the collection will appeal to everyone. The Clive Public Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the library in the ongoing process of collection development.

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal written request for reconsideration of materials may be submitted to the library manager. Copies of this form are available from the library manager's office or at the circulation desk.

The Clive Public Library is not a judicial body. Laws governing obscenity, subversive materials and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will knowingly be added to the library collection that has been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of the City of Clive or rural Polk or Dallas County and hold a valid borrower's card. The Director will respond, in writing within thirty days of receipt, to the patron's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. An item will only be evaluated for reconsideration once in a twelve-month period.

After receiving the Director's response, the complainant may request that the Director refer the matter to the library board for further consideration. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

The library board will review the issue at a regularly scheduled board meeting. The library board will review the recommendation by staff and the complainant and make a decision regarding the request. If they wish, the complainant may appeal the decision of the library board to the Clive City Council. The city council will review the issue at a regularly scheduled council meeting. The decision of the city council is final.

A complainant who wishes to appeal the decision of the city council concerning reconsideration of materials will need to pursue a judiciary proceeding in a court.

## **DESELECTION OF MATERIALS**

Materials that no longer fit the stated service roles of the library will be withdrawn from the collection. This may also include materials that are damaged, include obsolete information, or are no longer used. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgement of the Library Manager or designated staff. When necessary, local specialists may be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash or recycling of paper. Materials may also be sold or donated.

Reviewed & Approved 5/2019

Reviewed & Approved 1/2019

Reviewed & Approved 3/2017

Reviewed & Approved /2013