



Mediapolis Public Library Collection Development Policy

Adopted by the Mediapolis Public Library Board of Trustees

Adopted March 11, 1998

Reviewed July 12, 2004

Reviewed March, 2006

Reviewed September, 2008

Reviewed October, 2010

Reviewed November, 2013

Reviewed October, 2016

Reviewed February, 2019

Reviewed November, 2021

Purpose:

The Board of Trustees has established this policy to provide full and equal access for all to resources that enhance and contribute to individual knowledge and personal fulfillment. Special attention is given to encouraging the joy of reading, learning, and personal enrichment.

To ensure this the library must provide:

- Materials for everyone which enrich and support the library's service role.
- Materials on opposing sides of controversial issues.
- Materials which realistically represent our pluralistic society.
- Materials which reflect the contributions made by groups and individuals to our American heritage.
- Access to materials in print and non-print formats.
- Access to electronic information for all.

Selection Statement:

Materials are selected by the library in accordance with professionally accepted guidelines. The library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. The ultimate responsibility for selection rests with the Library Director.

Intellectual Freedom:

The library upholds each patron's right to intellectual freedom, as articulated by the United States Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide.

General Criteria of Selection:

There is no single standard that can be applied to all items. Each item is evaluated in its entirety and not on the basis of a particular section. Materials are judged by appropriate standards.

The following criteria are used to build a collection that supports the library's mission.

- Availability and suitability of format
- Suitability of subject, style, and level for intended audience
- Relevance to community and collection needs
- Potential and/or known demand for the material
- Quality of the work including design, physical characteristics, and illustrations
- Authoritativeness, accuracy, and impartiality of work Collection Development 2
- Cost
- Reviews

Library materials will never be excluded because of the race or nationality, or the social, political, or religious view of the authors. The library will try to provide materials representing all points of views concerning current problems and issues at the local, national, and international levels.

Censorship will be challenged by the library authorities in maintenance of their responsibility to provide public information and enlightenment. The Librarian and Board of Trustees stand ready to review individual decisions upon written request.

It is the responsibility of the library to give full meaning to the freedom to read, and will attempt to do so by providing books that enrich the quality of thought and expression. The Library will accept books or other materials which persons wish to donate; however, the Library Director and Board of Trustees reserve the right to screen all materials received in this manner, and to discard, destroy or otherwise dispose of any which do not meet the Library's needs.

The Library Director acts as the agent of the Board of Trustees in book selection. 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.

It is further the obligation of this Library to keep the current policies for book selection or rejection in a written form, subject to change, as necessary, upon approval of the Board of Trustees.

Current Approval Policy for Library Materials:

1. The Library does not favor nor discriminate against any religious group. Purchase of religious books is limited to those of a general nature or to recognized classics and standard reference items.
2. For the adult fiction collection, works of contemporary fiction, graphic novels, classic works of enduring value, bestsellers and genre fiction are included in the collection. Criteria for purchase are local interest, popular demand, quality, cost and whether a title is part of an existing series. The library has a variety of books in large print and will continue to add to these materials as needed by our patrons.
3. For the adult non-fiction section, the library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. The general criteria considered when selecting materials for purchase are authoritativeness of the writer and reputation of the publisher; accuracy of information; impartiality of opinion, or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to the library's users; popular demand; historical value; availability of similar material within the community and other area libraries; organization and style appropriate to the material and to the library's users; good quality illustrations; special features, such as bibliography and index; durable binding and paper; and cost.
4. Online databases are chosen by assessing relevancy to community needs, currency of the information, reputation of publisher, ease of access for patrons and cost.
5. All library materials will be cataloged in the Subject classification system.

6. The children's collection provides materials to children ranging in age from birth to 12 years old which helps them discover the joy of reading, learning and personal enrichment. The collection will cover reading levels from picture books to beginning readers to chapter books. The collection meets the above stated general criteria as well as the following:
 - Quality and appeal of illustrations
 - Age-appropriate subject matter, vocabulary, organization, and scope.
 - Diversity of cultures, views, and beliefs,
 - Inclusion of index, bibliography, and illustrations in nonfiction materials
 - Award-winning materials on both the national and state level
 - Popular demand materials
7. The Young adult collection is comprised of popular fiction materials of interest to ages 12-18. Other determining factors for inclusion in this collection are:
 - Reading levels
 - Popularity
 - Age of main character
 - School setting or grade level
 - Theme or subject matter of interest to young adults
 - Consideration of relevant social issues
 Young adult non-fiction is acquired using the same guidelines as adult non-fiction, in addition to the above criteria.
8. Children's and young adult materials will follow the same guidelines as states; however, special consideration is given to appropriateness. The Library cannot assume the responsibility of deciding what a child may or may not read. That responsibility must lie with the home and the parent.
9. The video collection should represent a wide range of interests and tastes. The quality of videos in the collection should be judged by the contents of the work in its entirety, not by individual excerpts. Criteria for selection are as follows:
 - Favorable reviews
 - Appropriateness of the subject to the collection
 - Appropriateness to the interests and skills of the intended users
 - Technical quality
 - Artistic merit
 - Patron demand
 - Cost

Weeding Statement:

Weeding is the systematic removal of materials no longer useful to maintaining the purposes and quality of the collection. The criteria used for weeding is:

- To discard or replace worn and unattractive materials.
- To rid the collection of out-of-date or inaccurate material.
- To rid the collection of materials not used.
- To provide a continuous check on the collection for material needing mending or binding, to discover lost or stolen materials, or to maintain an accurate volume count.

This makes the collection more attractive and up to date, saves patrons and staff time in searching for books and allows space for expansion of the collection.

The guidelines to be followed in the weeding process are those described in the publication THE CREW MANUAL and other professional publications. Worn out, damaged, or unused material is either discarded or placed in the Friend's Book Sale.

Gifts and Endowments:

The Mediapolis Public Library welcomes gifts of library materials, money, or real property. These gifts help enrich and improve public library resources.

1. Endowment and legacies left in trust of the Board of Trustees shall be invested in interest-bearing U.S. Government bonds or other like securities.
2. All gifts of articles, books, rare items, etc., donated to the Library shall become the property of the Library and shall be used, displayed, or disposed of as the Board deems fitting and proper, according to the gift agreement.
3. Specific money given as gifts may be given to the Mediapolis Public Library Foundation.
4. Appraisals will not be given on individual items. However, the library staff will assist the patron in finding appraisal sources.
5. Memorial books or other library materials may be donated in honor of a friend or relative, and are marked with a special bookplate.
6. Used books and paperbacks can often be used in the library's collection. Items not needed by the library are donated to the Friends of the Mediapolis Public Library.
7. Generally, the library does not accept textbooks or books in poor physical condition. These books and magazines are given to the Friends.
8. The Library may or may not accept donations of specialized collections. A decision will be made on an individual basis by the Library Board of Trustees, based on the recommendation of the Library Director.
9. The Library applies the same criteria for evaluating gift items as it applies to purchased material. Gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors or withdrawal or replacement of gift items.
10. All gifts are tax deductible and the library will furnish (upon request) a statement for tax purposes, but does not place a financial value on items.
11. No gifts are accepted unless given to the library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the library. All donations are accepted only if the Library Director feels they can be utilized by the library.

The *Collection Development Policy* will be reviewed periodically to make any necessary revisions.

This *Collection Development Policy* was adopted by the Board of Trustees of Mediapolis Public Library on March 11, 1998, and will remain in effect until such time as it is deemed advisable to revise.