

# Hamburg Public Library

## COLLECTION DEVELOPMENT POLICY

**Previously called: Materials Selection/Collection Development Policy**

Adopted: May 5, 2000

Revised: April 4, 2011, November 2, 2020

Reviewed: February 3, 2014, October 3, 2015

### **Policy:**

#### **A. Objectives**

The purpose of the Hamburg Public Library is to provide all individuals in the community with selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The library's adopted collection development policy is consistent with principles of intellectual freedom as in such documents as the U.S. Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide. The *Library Bill of Rights*, *The Freedom to Read*, and *The Freedom to View Statements* have been endorsed by the Hamburg Public Library Board of Trustees and are integral parts of this policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

#### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Board of Trustees.

#### **C. Criteria for Selection**

1. The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget

2. Consideration is given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### **D. Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. The requesting library may charge the library customer up to \$3.00 per item to offset postage.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Hamburg Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed that is accessible by other libraries throughout Iowa.

#### **E. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition or dated information, the director has the prerogative of refusing to accept them or can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested.

Personal property, art objects, portraits, antiques, and other historical items will be accepted on the approval of the Board of Trustees. With a donation of \$500 or more, the name of the honoree, corporation or trust will be placed on a nameplate on the donor plaque in the library.

The Hamburg Public Library encourages and appreciates gifts and donations. Once the library accepts a gift, however, it becomes the property of the library, to be used or disposed of in strict accordance with policies of the Board of Trustees. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

#### **F. Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Unnecessary items, outdated or worn material, including hardcover fiction and nonfiction books that have not been checked out within the past eight years may be withdrawn. Mass Market Paperback books may be withdrawn after three years, most magazines after one year (exceptions are craft and Iowa history). Newspapers are retained until made available on microfilm. Replacement of worn volumes and DVD's is dependent upon current

demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Educational books and materials on local companies and history will be presented, at the discretion of the director, to the Board for recommended retention or moving to a new venue. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **G. Newspaper Articles/Advertisements**

Any items released to the newspaper for print under the library's name, shall be written by an employee or member of the Board of Trustees. For example, ads, new book lists, collection updates, book reviews, event announcements, etc.

### **H. Potential Problems or Challenges**

The Hamburg Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect from damage or theft.

### **I. Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form, which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Hamburg Public Library Board of Trustees.