

## Waterloo Public Library

### COLLECTION DEVELOPMENT POLICY

Purpose of policy: This policy sets broad guidelines for the selection of library materials that correspond to the library's mission and identified roles. It may also be used to inform the public and staff about the principles upon which selections are made.

#### 1. Definitions

- A. Selection refers to the decision to add, retain, or withdraw materials in the library's collection.
- B. Library materials include all items in the library's collection regardless of format.
- C. Access is the availability of materials in a variety of formats for users of all ages and abilities.

#### 2. Goal of Materials Selection

The goal of selection is to provide collections that meet the informational, educational and recreational needs of the customers in the library's legal service area.

#### 3. Responsibility for Selection

- A. Selection of all materials shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. A staff of librarians with professional education and training assists the Director in the principles and practices of materials selection.
- B. Both the general public and staff members may recommend materials for consideration.

#### 4. Criteria for Selection

- A. The Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement<sup>1</sup>, and the ALA Library Bill of Rights<sup>2</sup>.
- B. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.
- C. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.
- D. Reviews in professionally recognized resources are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent people in specific subject areas will also be used.
- E. The library keeps its collections vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous schedule, those works that are worn, outdated, of little historical significance, or no longer in demand.

## **5. Gifts**

- A. Gifts shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition. The appraisal of the gift for tax purposes is the responsibility of the donor.
- B. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. The library staff in accordance with the needs and selection policies of the library will make selection of specific titles.
- C. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

## **6. Concerns Regarding Material**

- A. The customer's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person 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.
- B. Any customer in the library's service area who objects to the presence or absence of a work may do so by completing the Statement of Concern About Library Resources<sup>3</sup> form included at the end of this policy. The professional staff and the Library Trustees will review challenges. The customer will be informed of the Trustee's decision.

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