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COLLECTION POLICY

Prepared for: Ellsworth Public Library

Reviewed and approved by Board of Trustees:

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Collection Development Policy

Policy Statement

The Ellsworth Public Library provides library materials for the information, entertainment, intellectual development, and enrichment of the people of Ellsworth. Library materials are chosen according to this Collection Development Policy which has been approved by the Board of Trustees.

Purpose of the Collection Development Policy:

- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

Collection Development Policy

Regulations

The Ellsworth Public Library endorses the *Library Bill of Rights of the American Library Association* as stated below:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of the free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library will allocate funds for purchasing materials in all appropriate formats based on its collection development policy, the library's plan and current use. The staff will maintain a current, thoroughly weeded collection of books, periodicals, audio, video and/or other non-print materials appropriated to the library's mission.

Every item in the library's collection will be evaluated for retention, replacement, or withdrawal at least every three years to determine its usefulness. Three percent or more of the collection will be withdrawn each year. Three percent or more of the collection will be added each year.

The director will determine the number of items that circulate for circulation figures per capita. Also, the turnover rate (average circulation per item owned) will be calculated yearly.

Collection Development Policy

Procedures

MATERIAL SELECTION:

Library material selection is vested in the Library Director and such members of the professional staff who are qualified by reason of education and training. Patrons are also an important part of the selection process. Forms by which residents can request material are available at the public service desks. Patrons holding a valid Ellsworth library card may also request purchase of items by telephone.

These general criteria are taken into account for all materials selected for the Ellsworth Public Library.

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's or publisher's qualifications and/or reputation
- Evaluations in review media
- Contribution to diversity or breadth of collections
- Inclusion of title in standard bibliographies or indexes
- Receipt of or nomination of major awards or prizes
- Quality of production
- Affordability
- Support of library's mission and roles

COLLECTION MAINTENANCE:

The collection is maintained and weeded through an ongoing process of collection analysis. The CREW (Continuous Review, Evaluation and Weeding) is to be used. Older items are repaired, withdrawn or replaced based on the following:

- The needs and interests of the community
- Number of circulations, requests and reserves
- Availability of similar materials in the collection
- Affordability
- Physical condition and age of the item
- In-Print Status
- Appearance in standard lists
- Available space
- Availability at other local libraries

CONTROVERSIAL MATERIALS:

The Board of the Ellsworth Public Library endorses the *Freedom to Read Statement* and its interpretations. Materials selected under the Collection Development Policy are considered protected under the *First Amendment of the United States Constitution*.

Public libraries preserve and enhance the people's right to a broader range of ideas than those held by any one librarian, publisher or government. On occasion, there can be diverse opinions by individuals or groups as to what is acceptable or appropriate for the collection. Library collections are not limited to only those ideas and information one person or group believes to be true, good or proper.

The Board of Trustees believes that anyone is free to reject for himself/herself library materials of which he or she does not approve. However, the individual cannot restrict the freedom of others to read, view or hear.

Parents or legal guardians have the responsibility to guide and direct the reading, viewing or listening of their own minor children. The library does not take the place of the parent or guardian.

Collection Development Policy

Procedures

Resident patrons who initiate comments or complaints will receive copies of the *Library Bill of Rights*, the *Freedom to Read* and the *Collection Development Policy* and form, *Request for Reconsideration* about Ellsworth Public Library Materials. The Library Director will go over these materials with the patron. It is important to understand that concerns call into question selection decisions that have been made according to policy.

The individual or group wishing to protest the presence of an item in the collection, will contact the Director. If they wish to carry their objection further, a *Request for Reconsideration* will be filled out and signed. The written complaint will be taken to the *Board of Trustees* at its next regularly scheduled meeting. The complainant may appear before the Board if they desire. No items shall be removed from the library collection without a court order if the Director and Board of Trustees deem it appropriate for the collection. The process of registering complaints is designed to make sure the selection was appropriate and results in informing the patron about the philosophy and criteria used. The Board of Trustees decision will be final.

Collection Development Policy

Guidelines

Adult and children's books will comprise a minimum of $\frac{3}{4}$ of the annual book budget. Nonfiction materials will be chosen to meet the needs and interests of the community. Reference materials will be added to enhance the collection.

ADULT MATERIALS

Adult Fiction – The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of the communities served. Large print and audio CDs of some popular titles are also available.

Special Criteria:

- Collection's need to reflect minority as well as majority cultures.
- Literary merit

Adult Nonfiction – The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Materials for which there is heavy, temporary demand may be selected with less emphasis on the general criteria listed above.

Special Criteria:

- Suitability for intended audience
- Ease of use, including index, bibliography and illustrations

Periodicals – The library maintains a collection of magazines for informational and recreational reading. Most periodicals are retained for one year.

Special Criteria

- Available indexing
- Community interests are measured by surveys, purchase requests and interlibrary loan requests.
- Availability of display shelving and storage space.

Collection Development Policy

Guidelines

Newspapers – Newspapers are selected to provide local and county coverage. Issues of the local newspaper are retained indefinitely. Library patrons have access to newspapers through the internet.

Reference Materials – Reference materials provide timely and accurate information on a wide variety of topics. Because of method of use, rarity, or cost, they are maintained for in-library use only.

Special Criteria:

- Currency of the material
- Thoroughness of Coverage
- Importance of subject matter to the collection
- Ease of use (especially indexing)

Special Collections: Iowa Collection – Nonfiction books about Hamilton County and the State of Iowa are housed in a separate collection. These materials are selected and retained under the following criteria:

- The library attempts to be as inclusive as possible in obtaining books pertaining to the history, economic, social and cultural life of Ellsworth
- The library makes no attempt to be inclusive in its collection of materials on Hamilton County or the State of Iowa.
- The library does not collect letters, papers, documents, photos or other primary resource material of local interest other than books.

YOUNG ADULT MATERIALS

Young Adult Fiction – The Ellsworth Public Library's young adult collection provides educational and recreational materials for young adults ages 12-18.

Special Criteria:

- Reputation and popularity of author or title among young adults
- Presentation at a level and in a format that appeals to young adults.
- Inclusion of material on recommended or curriculum-related reading lists.
- Subject matter of special interest to young adults

COLLECTIONS DEVELOPMENT POLICY

Guidelines

Young Adult Nonfiction –

Special Criteria:

- Presentation at a level and in a format that appeals to young adults
- Usefulness of material for research
- Subject matter of special interest to young adults.

CHILDREN'S MATERIAL

Children's materials are selected to meet the recreation, educational and cultural needs of children from infancy through 12. Additional materials are selected to assist adult caregivers with the changing needs of children. While collections are provided for children (to grade 6) and for young people (grades 7-12) use of adult library materials is not restricted by staff according to the patron's age. Limitation in juvenile reading is considered a parental responsibility and not a function of the library.

Juvenile Fiction – The library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. Popular series titles are purchased in response to Ellsworth patron requests.

Special criteria:

- Appropriate reading level and interest level
- Appeal of author, genre, series for children
- Inclusion of material on recommended reading lists.

Picture Books – These books, in which illustration is as important as text, serve to introduce children to the world of books. The library includes a wide variety for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Special criteria:

- Relationship of illustration to text
- Appeal of story and illustration to children
- Age appropriateness of art, text, topic
- Durability of format

COLLECTION DEVELOPMENT POLICY

Guidelines

Juvenile Nonfiction – The juvenile nonfiction collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children preschool age through sixth grade. The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available at area schools.

Special criteria:

- Suitability for intended audience
- Ease of use, including index, bibliography and illustrations
- Quality of illustrations, maps, graphics and photographs
- Usefulness of material for research

MULTIMEDIA

Computer Software – The library provides word processing, spreadsheet and educational software for use in the building on the public personal computers. Additional software is purchased based on the General Criteria.

Special Criteria:

- Ease of use and installation
- Availability of technical support
- Popularity of platform (IBM, Windows, DOS, etc)
- Proper licensing for circulation

DVDs – The DVD collection informs and entertains library users of all ages. The library purchases informational and instructional DVDs as well as titles for general entertainment.

Special Criteria:

- Award winners
- Production quality
- Technical quality (audio and video integrity etc)

Collection Development Policy

Guidelines

Audio/Spoken – The spoken audio collection on CD is intended to fill the recreational and informational needs of adults, young adults and children. Both abridged and unabridged formats are included but no attempt is made to provide a comprehensive or in-depth collection. The library will provide equipment in the library for using audio materials the library offers.

Special Criteria:

- Availability of replacement CDs
- Quality of production (especially of the reader)

GIFTS

Gifts are accepted but must undergo the same scrutiny and meet the same standards as the materials purchased for the collection. Donated periodical subscriptions for which there is no indexing and which have limited appeal are marked “complimentary” and no back files are kept. The library reserves the right to refuse any donations of materials. Gifts of materials are accepted by the library with the understanding that the disposition of such items is a prerogative of the library. At the discretion of the Board of Trustees, the library may occasionally accept some gifts with restrictions imposed.

WEEDING

The collections will be weeded on an ongoing basis. Every item in the library’s collection will be evaluated for retention, replacement or withdrawal at least every three years to determine its usefulness. An average of three percent or more of the collection will be withdrawn each year.

Special criteria weeding of non-fiction:

- Misleading (diet books)
- Ugly (worn, beyond mending)
- Superseded (newer edition)
- Trivial (no discernible or scientific merit)
- Irrelevant (to the needs/interests of the community)
- Elsewhere (in the library)
- 8 years since latest copyright
- 3 years since latest circulation