



Glenwood Public Library Policy

Collection Development Policy

2019.08.07

August 7, 2019

Approved By Glenwood Public Library Board of Trustees

Library Director Signature

Staff Signatures

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Purpose

The circulations policy serves the following purposes:

- It acts as a blueprint for Glenwood Public Libraries collections, guiding staff in decision making regarding the selection, management, and preservation of the collection.
- It identifies responsibilities for developing the collection.
- It establishes parameters and priorities, guiding staff in developing budgets and allocating resources.
- It informs the public of the principles guiding Glenwood Public Library's collection development.
- It states Glenwood Public Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.

Scope

This policy covers the selection of all collection materials that are purchased, donated or other bequest to the Glenwood Public Library.

Policy

1. Library Bill of Rights

- a. The Glenwood Public Library follows the *Library Bill of Rights*, designed by the American Library Association, as a way to maintain that the library will remain a forum for information and ideas, and uses this bill of rights as a way to carry out its Circulation
 - i. 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.
 - ii. 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.
 - iii. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 - iv. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
 - v. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
 - vi. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

2. Collection Development

- a. Ultimate responsibility for collection development rests with the Library Director.
- b. Staff may be included in reviewing selections and making recommendations as the Library Director sees fit.

3. Selection Criteria

- a. Library Director utilizes professional judgment and expertise in making collection development decisions. This includes
 - i. Choosing titles
 - ii. Quantities purchased
 - iii. Selection locations for materials purchased
- b. Factors that will be considered when selecting materials include
 - i. Anticipated demand
 - ii. Community interest
 - iii. Strength and weakness of the existing collection
 - iv. Physical space limitations
 - v. Acquisition procedures
 - vi. Available budget
- c. Criteria use to select materials will include the following
 - i. Content
 1. Accuracy of the information
 2. Comprehensiveness
 3. Enduring significance or interest
 4. Integrity
 5. Purpose
 6. Quality
 7. Representation of controversial or diverse points of view
 - ii. Cost in relation to use and/or enhancement of the collection
 - iii. Critical reviews
 - iv. Current and anticipated needs
 - v. Format
 - vi. Local interest
 - vii. Relation to the existing collection
 - viii. Relations to other resources in the community
 - ix. Significance to the author/creator or publisher
 - x. Suitability of subject and style for the intended use
 - xi. Support of library programs and initiatives
 - xii. Timeliness
- d. Materials may be acquired in multiple formats when appropriate
- e. Materials with a broad public appeal will be giving highest selection criteria

4. Selection Source
 - a. Sources of selection decisions shall include but are not limited to the following
 - i. Standard review sources
 - ii. Publisher/Vendor catalogs, advertisements and websites
 - iii. Professional and trade bibliographies
 - iv. Patron requests and recommendations
 - b. Glenwood Public Library strongly encourages patron input.
 - c. All patron requests and recommendations are subject to the selection criteria outlined above.

5. Requests for Reconsideration of Materials
 - a. The Glenwood Public Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection. Suggestions will be considered and utilized by the library staff in the ongoing process of collection development.
 - b. Individuals may take issue with library materials that do not support their tastes and views. A formal, written request for reconsideration should be submitted to the library director by a library member. Copies of this form are available at the circulation desk or director's office and should be handed out with a copy of the Collection Development Policy. Once completed and returned, the Request for Reconsideration will be added to the next Library Board agenda. The Board will decide concerning the request and report in writing to the requesting library member within ten days of the meeting. The decision of the Board is final.

6. Gifts
 - a. Glenwood Public Library accepts gifts of materials for the collection using the same selection criteria that is applied to purchased materials.
 - b. Decisions regarding the final disposition of gifts are the responsibility of the Library Director.
 - c. The following criteria will be used when making gift decisions
 - i. Not all gifts are added to the collection
 - ii. Gift materials not added to the collection will not be returned to the donor
 - iii. Glenwood Public Library retains unconditional ownership of all gifts
 - iv. Glenwood Public Library reserves the right to decide the condition of display, housing, and access to the materials
 - v. Gift added to the collection are housed in the most appropriate location as determined by Glenwood Public Library staff.
 - vi. Unused gifts will be disposed of as the library staff deem appropriate.
 - vii. Glenwood Public Library does not place a value on gifts. It does not appraise these materials.
 - viii. Glenwood Public Library accepts monetary gifts intended for the purchase of materials that are consistent with the collection development policy.

- d. Collection Evaluation and Maintenance
 - i. Materials are managed through an assessment and evaluation process to ensure that Glenwood Public Library's ongoing collection priorities are met
 - ii. The collection is to remain up to date, balanced and attractive and ensure space limitations are met
 - iii. Items will be identified for replacement, retention and de-selection based on the best judgment of the Glenwood Public Library staff
 - iv. De-selection
 - 1. Items will be removed from the collection as the Glenwood Public Library staff sees fit
 - 2. De-selection will take place using The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries as a guide
 - 3. The Glenwood Public library will retain materials that have enduring or permanent significance to its mission and overall collection goals
 - 4. Items which are removed from the collection will be disposed of as the library staff deem appropriate.
 - 5. Criteria for retaining, replacing or de-selecting materials will include the following
 - a. Available of item in alternative format
 - b. Feasibility or cost of repair
 - c. Historical significance, interest or value
 - d. Physical condition
 - e. Relative usefulness of item
 - f. Space considerations
 - g. Superseded, inaccurate or out of date content
 - h. Usage
 - v. Preservation and Special Collections
 - 1. Certain types of materials require activities to extend the physical life of the item or to retain the intellectual content.
 - 2. These items may not be checked out by individuals but are available for use during by patrons at the library
 - 3. The library collects manuscripts, photographs, and other non-written records, family and personal papers, maps and atlases, printed and published materials relating to the city of Glenwood, Mills County, and State of Iowa.
 - 4. The collection seeks to encompass as many aspects of Glenwood's history and culture as space and interest dictate. The library welcomes gifts fitting within this collection development guideline.
 - 5. When adding items for preservation the following items will be considered
 - a. Cost (includes value of the item and preservation expenses)

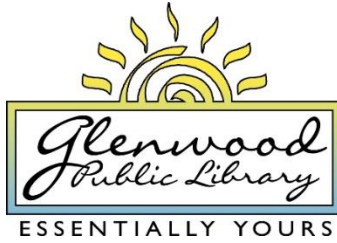
- b. Intellectual content
- c. Intrinsic value
- d. Significance/uniqueness of item to the collection
- e. Storage/environmental capabilities

7. Copyright

- a. Glenwood Public Library follows all copyright laws.
- b. It is the researcher's responsibility to understand and observe copyright law when using materials from the Glenwood Public Library

8. Outgoing Loans

- a. Loans may be made to museums, historical societies, educational institutions, or for educational purposes for a specific short-term period.
- b. A written request for the loan of materials is required. Materials will only be loaned if they are in such condition that they can withstand travel, extra handling, and climate changes.
- c. The borrowing institution will be responsible for the materials while in their possession.



Request for Reconsideration

AUTHOR:
TITLE:

NAME:	DATE:
STREET:	TELEPHONE:
CITY:	ZIP CODE:

1. Why do you object to this item?

2. Did you read/view/hear the entire material? If no, please name which parts.

3. Are you aware of the opinion of professional critics concerning this material? If yes, please iterate their opinion.

4. What would you like Glenwood Public Library to do with this material?