

# COLLECTION DEVELOPMENT POLICY

## Introduction

- ~~In support of its vision to~~ The library's vision is to be the heart of the community, where lives are enriched, lifelong learning is realized, and people of all ages connect, engage, discover, and create. In support of this, ~~as an essential component providing relevant services and engaging people community-wide,~~ the Independence Public Library acquires and makes available **to the public** ~~for public use~~ the largest number, highest quality and widest range of books and other library materials which its resources will allow.
- This policy statement is intended to inform the public and guide the library staff in collection development.

## Definition of Collection Development

- Collection development is the process by which the staff of the library determines the overall nature, depth, and scope of the library's collection. Collection development includes selection of individual items, but also extends to planning, budget-making, and evaluation of the collection. This process requires the combined efforts of the entire library staff.

## General Principles

- The library actively pursues the twin goals of contemporary significance and permanent value in collection development. Guided by a sense of responsibility to both the present and the future in adding materials to its collection, it attempts to maintain an overall balance. The goal is a range of materials, not an equality of numbers, working with constraints of budgets, availability, and space.
- The Independence Public Library is a popular materials library rather than an archival library, selecting materials to serve the full range of ages, various points of view, and a wide scope of interests.
- The Independence Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations, and the Freedom to Read and Freedom to View Statements. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

## Collection Development Policy

- These policy statements govern the selection of the Independence Public Library's collection of materials. They may be subject to revision as changes

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occur in the needs of the community, in the emphasis of the library's objectives or its organization and procedure.

- The library's materials are selected, organized, and made accessible in order to anticipate the needs of the community the library serves. The library recognizes the importance of materials of permanent value and timely materials on current issues. Materials are purchased in ~~whatever~~ **the** format **or formats that** best ~~suits its~~ **suit the** patrons' needs. As new technology is developed, these formats may change.

### Selection of Library Materials

- Authority and responsibility for the selection of library materials rests with the library board, who delegates the responsibility to the library director. Selection duties may be delegated, by the library director, to qualified personnel. Suggestions for materials from staff members and from library patrons are encouraged and seriously considered in the selection process.
- ~~• The library uses standard selection tools to review potential additions to the library's collection. Titles not included in these selection tools are reviewed on a title by title basis by the library's selection staff.~~
- To build a diversified collection which supports the library's mission, the following guidelines are used. These guidelines apply to purchased, as well as donated materials. An item need not meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.
  - ~~• Availability and sustainability of format~~
  - Suitability of subject, style, and level, **and format** for the intended audience
  - Consideration of the work as a whole
  - Positive reviews by critics and/or staff
  - ~~• Authority and significance of the author, producer, publisher etc.~~
  - Timeliness, ~~or~~ permanence, or enduring value of the material
  - ~~• Technical quality~~
  - Authority, quality, and significance of the author/creator, content, and production
  - ~~• Relevance to the community's needs~~ **Relevance to community interests, needs, and popular demand**
  - Representation of diverse points of view **perspectives** and broad knowledge base
  - ~~• Popular demand~~
  - Scarcity of the material on the subject and availability elsewhere
  - Overall **Balance and** relationship of the item to the existing collection
  - Cost **relative to budget constraints**

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- **These criteria apply to all collection formats, including the Library of Things, with additional consideration for durability, safety, storage, and maintenance requirements.**
- **While collection development primarily resides at the local level, participation in broader consortia or package subscriptions for digital books, audiobooks, magazines, and streaming video provides access to a wider array of resources than individual libraries could acquire alone. In these cases, selection authority is delegated to the consortium or vendor. Where the Library retains selection authority, the established criteria will be applied.**

### **Replacement of Library Materials**

A replacement is an item purchased to take the place of an identical title previously held in the collection. It is not the library's policy to automatically replace all materials withdrawn because of loss, damage, or wear. The need for replacement in each case is judged by the following factors:

- Existence of adequate coverage of the subject area, especially if more current materials are available
- Demand for the specific title
- Cost and/or availability

### **Material Preservation**

- Certain materials of long-range value and/or usefulness may be preserved through binding, digitizing, or other techniques.

### **Duplicates**

- Duplicate copies of certain materials are appropriate in the case of consistently high demand.

### **Disposal of Material**

- In order to continue to develop a useful collection of library materials, the library removes books and other materials which are no longer useful. The same criteria are used in the removal of materials as in their acquisition. Specific judgments of the removal of materials may be made for one or more of the following reasons:
  - Poor physical condition

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- Obsolescence of information
- Insufficient public use or basic value
- Items removed from the collection may be recycled, disposed, or sold to the Friends of the Library per Iowa Code. Any proceeds from sales or recycling will be used to benefit the library.
- Magazine back issues will be kept for one year.
- All newspapers will be kept for three months, except the Independence Bulletin-Journal, which will be kept for one year.

### **Evaluation of Materials by the Public**

- In order to ensure effective communication between the library and the community it serves concerning the range of ideas, and information in the library's collection, the library maintains a material evaluation procedure. A reconsideration request form may be obtained by speaking with the library director.