

North Liberty Community Library
Collection Development Policy

I. Purpose

The collection development policy exists to guide librarians selecting materials and to inform the public about the principles guiding collection development decisions. Collection development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development. The goal is to increase both the quality and quantity of the entire collection.

Materials selected for the collection will meet both the current and long-term needs of North Liberty residents of all ages and abilities for information, education, culture and recreation. The library strives to offer the widest possible range of subjects and views in a variety of formats and levels of difficulty, within the limits of cost and space and considering current holdings and demand. Collection development will support priorities of the library's long-term plan.

II. Guidelines for selection

1. The library's Mission Statement and chosen roles for service.
2. Cost to acquire and/or maintain the material.
3. Availability of material elsewhere in the community – selectors may choose not to acquire materials that are available in other local collections in school, special or academic libraries to which our patrons may have access.
4. Popular demand – this is considered an important factor in materials selection particularly concerning books on bestseller lists for which there is persistent local demand.
5. Reviews found in professional, literary, specialized and general periodicals are used as a basis for evaluation since it is not possible for library staff to review personally the large number of materials published. These reviews shall be supplemented by use of publishers' catalogs and advertisements for some materials.
6. The basic principles of the *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements adopted by the American Library Association shall be supported. Selection is based on the merits of a work in relation to the needs and interests of the community.
7. Every effort will be made to represent all points of view. Including materials in the collection does not include endorsement of their contents by the library or staff.

III. Access

Censorship is a purely individual matter. While an individual or group is free to reject material, no one shall restrict access to the rest of the community.

Responsibility for children rests solely with their parents or legal guardians. Selection of materials is not restricted by the possibility that children may obtain materials their parents consider inappropriate.

The library welcomes suggestions and comments from the public and will attempt to acquire requested materials of reasonable cost and value to the collection and fitting within the guidelines of this policy.

IV. Responsibility

Responsibility for collection development lies with the librarians who apply professional knowledge, experience and this policy in making decisions. Librarians maintain descriptions and guidelines for developing individual components of the collection.

Formats may include but not be limited to fiction and non-fiction print materials for all ages, magazines and newspapers, DVDs, compact discs, audiobooks, computer software and electronic databases. Evolving formats will be identified and added as technology changes, reliability and availability improve and patron demand increases.

The Youth and Teen Services Department is responsible for selecting and maintaining material of all formats for youth (birth to sixth grade) and teen (seventh to twelfth grade). The Adult Services Department is responsible for selecting and maintaining material for adults. Ultimate responsibility for collection development lies with the director.

V. Collection Maintenance

To ensure that the library's collection is up-to-date and relevant to the community's needs, it is the responsibility of the selectors to reevaluate, on a regular basis, the usefulness of materials previously added to the collection.

Selectors will discard materials because they are out-of-date, badly worn, damaged or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Withdrawn materials may be sold at a public sale by the North Liberty Community or recycled.

VI. Gifts

The library accepts gifts of library materials with the understanding that the same guidelines of selection are applied to gifts as to materials acquired by purchase. Gift items not used for the collection will be **sold** or recycled. Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

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