

COLLECTION DEVELOPMENT POLICY

Purpose:

The Charles City Public Library collects materials in a variety of popular formats which support its mission to provide quality library service to every individual in the local communities of Charles City, Floyd, Colwell, and the unincorporated areas of Floyd County. The purpose of the collection development policy is to provide guidance to ensure the continued maintenance of the library collection and to help the selection staff respond to community needs to ensure a balanced and useful collection.

General Objectives and Philosophies:

- To provide access to services and facilities provided by regional, state, and federal agencies. These services include but are not limited to interlibrary loan, digital books, magazines, audiobooks, and digital research materials.
- To promote enlightened citizenship and enriched personal lives through guidance and stimulation in the communication of ideas.
- To serve the community as a center for reliable information.
- To support educational, civic, and cultural activities of groups, organizations, and individuals.
- To continually seek to identify community needs and provide resources to meet such needs.
- Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage, and facilitate reading skills, supplement their educational needs, stimulate, and widen their interest, lead to recognition and appreciation of literature, and reflect the diversity of the community and our world. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The library does not intrude on that relationship.

Collection Management Guidelines:

- The library director and designated staff are responsible for developing and maintaining the collection. This includes selecting, cataloging, processing, maintaining, and weeding.
- Staff will use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:
 - Relevance to interests and needs of the community
 - Extent of publicity, critical review and current or anticipated demand
 - Current or historical significance of the author or subject
 - Relevance to the existing collection's strengths and weaknesses
 - Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry.
 - Suitability of format to library circulation and use
 - Date of publication
 - Price, availability, and materials budget restrictions
- The library will continually evaluate the use of the collection, adapting the selection of various parts of the collection to reflect changes in readership and use of materials.
- The library will deselect (weed) the collection on an ongoing basis based on use and condition. Such materials will either be sold or destroyed. The following criteria will guide staff in deciding which materials to withdraw.
 - Damage or poor condition

- No longer relevant to the needs and interests of the community
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere including other area libraries and online
- Book repairs will be done at a very minimal level. Rebinding will be done on local materials and those of special interest no longer available from publishers.
- Books lost, stolen, or not repairable will be replaced only if they fit into the overall collection development plan.
- The library maintains the philosophy of a no-growth collection. The collection size will be maintained at 35,000 to 50,000 physical volumes. The digital collection may exceed this limit.
- The library will not act as a purchasing agent for the public.

Requests for Reconsideration of Materials

The selection of materials, if questioned, shall be reviewed in the following manner:

- A patron with an objection will be urged to fill out a complaint form after reading the book, viewing the video media, or listening to the audio media. This complaint form will be returned to the director.
- A committee, containing 1 staff member, 1 board member, and the director shall read, view, or listen to the media and review it. If possible, the director will provide the committee with professional reviews of the material in question to aid in their recommendation.
- A conference will be held with the complainant and the review committee.
- The committee will present a recommendation to the library board at the next regular scheduled meeting. The decision concerning the media will be made by the board and the library director by motion and vote. The item in question will not be removed from the shelf during the reconsideration process.

Gifts

Within the provisions of state laws, the Board of Trustees adopts the following policy for gifts:

- Books and other materials will be accepted on the condition that the director or designated staff has the authority to make whatever disposition s/he deems advisable. If the material meets the guidelines set forth in the collection development policy and the needs of the collection, the material will be accepted. If the material does not meet these criteria, the library will sell it to the public and will retain the proceeds or may refuse receipt of the donation. Library staff may refuse receipt of the donation on-site at any time.
 - Materials that are in poor condition, are not clean, or are not intact will not be accepted.
 - Encyclopedias and college textbooks will not be accepted.
 - Media in formats not already in the library's collections, such as VHS or cassette tapes, will not be accepted.
- The library will not accept materials which are not outright gifts.
- Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.
- Personal property, art objects, portraits, antiques, and other museum items will be accepted at the discretion of the board.

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