

ESTHERVILLE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

I. Purpose Statement

The collection development policy exists to guide librarians in selecting materials and to inform the public about the principles behind 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 in an effort to increase the quality, accessibility, and quantity of the entire collection.

Materials selected for the collection will meet both the current and long-term needs of Estherville and area residents of all ages and abilities for information, education, culture and recreation. The library staff strives to offer the widest possible range of subjects and views in varying formats and reading levels, within our current budget and space, and in consideration of current holdings and demand. Collection development will support the priorities of the goals in the library's strategic plan.

II. Materials Selection Guidelines

- A. Must align with the library's mission statement and chosen roles for service.
- B. Must be of reasonable cost to acquire and/or maintain the material within the library's operational budget.
- C. Merits of a work must be in relation to the needs and interests of the community.
- D. Must not attempt to duplicate the resources of larger institutions.
- E. May meet the popular demand, particularly concerning books on bestseller lists for which there is persistent local demand.
- F. Must meet the basic principles of the Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association (ALA).
- G. Every effort will be made to represent a variety of points of view.
- H. Professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.
- I. Purchasing materials for the collection does not include endorsement of their contents by the staff of the library or the City of Estherville.
- J. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.

III. Access

- A. Selection of materials is not restricted by the possibility that children may obtain materials their parents or legal guardians may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see ALA Bill of Rights, Article V). Responsibility for children rests solely with their parents or legal guardians.
- B. While an individual or group is free to reject material, no library staff person shall restrict access to or censor materials for the rest of the community.

IV. Selection Responsibility

- A. Responsibility for collection development lies with librarians who apply professional knowledge, experience and the criteria of this policy to making selection decisions for the library.
- B. Formats may include but not be limited to: fiction and non-fiction print materials for all ages, magazines and newspapers, DVDs, audiobooks, electronic content, and digital databases.

Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.

V. Collection Maintenance

A. To ensure that the library's collection remains 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 held in the collection.

B. Selectors will remove materials from the collection as they become out-of-date, badly worn, damaged, or are no longer being used. Space, cost of replacement, and appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. See also, item VII (Deselection).

VI. Gifts & Donations

A. Gifts are vital to the establishment and growth of the library. The library retains unconditional ownership of any accepted gift. Any gift considered by the library for inclusion into the library's collection must meet the same selection criteria as purchased materials. The library staff further reserves the right to decline gifts and to decide when a gift added to the collection will be withdrawn.

B. Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the library's budget. Gifts may be given to be used at the discretion of Library Administration for programs and services currently in greatest need. While gifts are not accepted with stipulations, Library staff will consider the interests of the donors in determining how to use monetary gifts that may be designated by the donor for specific purposes within the library's programming, collection, and services criteria.

C. Gifts are tax-deductible but Library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.

D. Materials may be donated only in formats that are also available in the library including but not limited to: print books, unabridged audiobooks on CD, DVDs, etc.

E. Materials with the following conditions will not be accepted:

- Moldy/musty with strong odor or water damage

VII. Deselection

Deselecting is done by the Estherville Public Library staff following acceptable library guidelines.

Obsolescence, damage and normal wear and tear make the discarding of books a continuing process. The following factors are taken into account before a book is discarded, rebound or replaced:

1. Physical condition of the book.
2. Number of copies remaining in the library collection.
3. Provision of adequate coverage in the field.
4. Availability of similar material in the collection.
5. Immediate need for the particular title.
6. Usefulness of a particular edition.
7. Accuracy of information
8. Physical space considerations
9. Outdated content
10. Age of copyright date.

Every effort is made to preserve material relating to Estherville, Emmet County, the immediate surrounding area and to a limited extent Iowa.

Memorial and other donated items will be discarded as needed, based on demand, condition and obsolescence, just like all other items.

Magazines and newspapers are discarded as necessary according to space availability.

The library is unable to accept:

- Textbooks/Medical books
- Condensed Books (for example, *Readers Digest* Condensed Books) or abridged audiobooks.
- Nonfiction titles over five-years-old
- VHS tapes, audio tapes, or music CDs
- Materials weeded from other libraries
- Single or back donated issues

The Estherville Public Library staff shall retain the right to dispose of weeded material in any way that may be deemed appropriate including recycling or selling the materials to the Friends of the Library for an amount agreed upon by both parties, or donating them to eligible agencies in the area.

Approved: 11/7/2023

Reviewed

Revised