

Library: Hawkeye Public Library

Policy: Collection Development

Adopted: December 30, 1996

Revised: July 26, 1999

Reviewed: January 2, 2003

Reviewed: January 16, 2006

Reviewed: January 27, 2009

Revised: January 29, 2013

Reviewed: October 24, 2019

## MISSION STATEMENT

The Hawkeye Public Library was established for the purpose of providing the residents of the community and surrounding areas access to books and other resources and services for information, continuing education and recreation.

## PURPOSE OF COLLECTION

1. To meet recreational needs of the community the collection contains current, high demand, high interest materials in a variety of formats for persons of all ages.
2. To meet the informational and educational needs of the community, the library strives to assist the learning process from preschool through adulthood with a variety of educational, reference and other non-fiction materials. The director will make selections for the collection to meet the unique needs of this community and the requests of its citizens.

## EVALUATION OF COLLECTION

The Library Director evaluates the collection using the following criteria:

1. Date of materials—based on the copyright and the type of materials being considered.
2. Usage—based on the latest recorded circulation data.
3. Accuracy of materials.
4. Needs and interests of the community.
5. Physical condition of materials.
6. Library space available.

7. Amount of funding available.

## SELECTION CRITERIA AND PROCEDURES

**FICTION:** The selection of fiction involves choosing from a large variety of types of novels to meet the recreational needs of the community. The basic collection includes classical and semi-classical novels of the past as well as the works of outstanding contemporary novelists. Novels widely advertised, best sellers, mysteries, westerns, science fiction, and romances are purchased because of requests, or because circulation figures dictate. Some current fiction needs can be satisfied with the purchase of paperbacks. This section of the collection will be evaluated frequently.

Selection guides used include: Booklist, Ingram, and reviews in current magazines and newspapers.

The library encourages suggestions from the general public.

**ADULT NONFICTION:** The library will make a special effort to consider the needs and interests of the community. The usual criteria of authority, scope, timeliness and overall quality shall be applied to most acquisitions.

**SELECTION FOR YOUNG PEOPLE:** Discretion will be exercised in selecting works for literary value as well as for recreational demands. An attempt will be made to supplement the public school collection to meet the academic and research needs of the young people.

Special attention will be given to the selection and acquisition of “easy” books for the preschool reader.

**PAPERBACKS:** The library will purchase paperback editions to be cataloged at the discretion of the Library Director. These paperbacks will only be cataloged if they fill an informational need.

**PERIODICALS:** Periodicals are purchased or accepted as gifts for one or more of the following reasons: To keep the library’s collection up-to-date with current thinking in various fields and to provide material not available in books; to serve the staff as book selection aids; and to supply popular recreational reading.

**CD/AUDIO CASSETTES:** The library maintains a collection of audio cassettes for both children and adults. These cassettes are selected primarily for entertainment rather than educational value.

**IOWA HISTORY:** Efforts will be made to add valuable contemporary books about Iowa to the collection. Priority is given to those with historical value. Gifts and donations of family histories are most welcome.

**DVDs:** The library selects videos for entertainment and instructional purposes.

**COMPUTER SOFTWARE:** The library selects software for entertainment, education and management of the library. Preference is given to educational software.

**GIFTS:** The library welcomes gifts of all types. Gifts of cash are especially welcome since they can most easily and quickly be used to implement the library's programs. Acceptance of all other gifts is subject to the discretion of the Library Director and the Board of Trustees. Books purchased with memorial money will be appropriately identified. An attempt will be made to match the content of memorial books to the interest of the person to be honored. These books will be shelved with the regular collection.

**INTELLECTUAL FREEDOM:** The Hawkeye Public Library endorses the principles of intellectual freedom set forth in the American Library Association's "Library Bill of Rights" and "The Freedom to Read." A strong commitment to intellectual freedom will ensure that the community will continue to have open access to the information necessary for contemporary life.

#### **CONTROVERSIAL MATERIALS:**

**Reconsideration of materials:** Because of the diversity of human experience and opinion, it is inevitable that some materials in the library's collection will be objectionable. The library belongs to the whole community—to the minority as well as the majority.

A sincere effort is made to provide a balanced collection. The library attempts to represent all sides of controversial issues. In no case does the library take an official stand on any public question. The function of the library is to provide information, not to advocate specific points of view. The library welcomes comments and criticisms of its collection. A patron who wishes to object to specific books or other library materials will be requested to complete the form, **REQUEST FOR RECONSIDERATION OF MATERIALS**, available from the Library Director.

#### **REQUEST FOR RECONSIDERATION OF MATERIALS**

The following procedure will be followed by individuals or groups of individuals who have objections to materials included in the collection of the Hawkeye Public Library:

1. Any patron of the library may formally challenge materials purchased by the library on the basis of appropriateness.
2. Any patron of the library who objects to materials that are on loan from other libraries will be directed to the loaning library.
3. The library will keep on hand and make available reconsideration request forms. All formal objections must be made on this form.

4. The reconsideration form will be signed by the complainant and returned to the library.
5. The request will be discussed at the next board meeting with a date set for further consideration.

## RECONSIDERATION COMMITTEE

### Initial Meeting

The reconsideration committee shall be made up of the Library Director board members. The procedure for the first meeting following receipt of a reconsideration request form is as follows:

1. Distribute copies of the written request form.
2. Give complainant or group spokesperson an opportunity to talk about and expand on the request form.
3. Distribute reputable, professionally prepared reviews of the materials when available.
4. Distribute copies of the challenged materials as available.

### Subsequent Meeting or Meetings

At a subsequent meeting (if needed) interested persons, including the complainant, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.

The complainant shall be kept informed by the library board concerning the status of his or her complaint through the committee reconsideration process. The complainant and known interested parties shall be given appropriate notice of the meeting.

At the second or subsequent meeting, as desired, the reconsideration committee shall make its decision in open session. The committee's final decision, by a majority vote of its members will be:

1. To take no removal action.
2. To remove the challenged material from the collection.

The written decision and its justification shall be forwarded to the complainant and/or group spokesperson.

## WITHDRAWAL OF MATERIALS

The collection of the Hawkeye Public Library shall be weeded on a regular basis in order to maintain the attractiveness and currency of the collection. Criteria will be the same as used for evaluation of materials.

The Library Director shall retain the right to dispose of discarded material in any way which may be deemed proper and feasible.

Periodicals will be weeded annually.

Hawkeye Public Library

**REQUEST FOR RECONSIDERATION OF MATERIALS**