**MATERIAL SELECTION POLICY**

Revised 10-30-19

**CRITERIA FOR ACQUISITION: Adult Materials**

The criteria guidelines for selection of material include:

1. Educational, recreational and informational value

1. Representation of varying points of view
2. Authority, effectiveness and timeliness of presentation
3. Availability of material elsewhere
4. Funds and space

The selection of material is made on the basis of popularity of author, subject, patron request, vendor catalogs and book reviews.

The library will attempt to maintain a collection that is balanced, having material on most subjects and points of view, insofar as this is practical following the guidelines stated above and in keeping with interests represented in the community.

Attention will be paid to the special interests and commercial, industrial, cultural and civic enterprises of the people living in the community. Patrons are invited to request the purchase of specific items by the library. The final decision rests with the Library Director, who must consider the qualifications listed above and balance the special interests of one individual or group against the needs of the whole community.

Since the library cannot have a totally comprehensive collection, it will be necessary to borrow through Interlibrary Loan those items not of general interest to the community.

The library does not support educational curriculums through the purchase of text books. Textbooks may be added to the collection if they provide the best or only source of information on a subject or if they complement an existing area with another perspective.

Titles withdrawn by reason of condition, loss or damage are considered for replacement. In addition to the considerations applied in the original selection, these factors must be considered: Importance of the author, value of the individual title, availability of newer and better material, requests for the title or subject and comparison with other books still in the library.

The Mitchellville Public Library Board believes that censorship is a purely individual matter and declares that anyone is free to reject books of which he or she does not approve. No citizen in a democracy has a right to prevent another from reading a specific book by demanding its removal from the library’s shelves. With this in mind, we support the Library Bill of Rights and the Freedom to Read statement, both of which are included and intended to be a part of this policy.

**CRITERIA FOR ACQUISITION: Juvenile**

The criteria guidelines for selection of Children’s Material shall follow the same criteria as those for adult material keeping these goals in mind:

1. Service to the whole child
2. Range and ability of those served

The primary aim is to serve the whole child--his/her recreational, informational and cultural needs--and those who serve them: Parents, teachers, organization and youth workers.

Materials are purchased for a wide range of ages, abilities and interests.

Children with learning disabilities and children who are advanced readers also are considered in the selection.

**RESPONSIBILITY FOR MATERIAL SELECTION:**

The responsibility for materials selection and the development of the library collection rests with the Director who works under the authority of and the policies determined by the Board of Trustees.

### STATEMENT OF SPECIFIC POLICIES IN SELECTED AREAS

Revised 10-30-19

**ADULT AND JUVENILE MATERIALS:**

1. The **Fiction Collection** provides books in the English language for the wide range of interest of the general reading public, including classics, titles representing periods of writing and those meeting popular demand for light reading. Selection is based on general appeal, permanent value as creative or realistic writing, originality, contemporary significance, literary excellence, entertaining or amusing qualities and relation to other works in the collection.
2. **Genealogical Books** relating to individual family histories rarely are purchased unless of outstanding national or local importance. Donations of family histories are accepted.
3. **Health, nutrition, hygiene, diseases and medicine materials** generally are purchased to meet the interest to persons outside of the medical profession. Authoritative, scientific and other materials about sex are provided for the general reader at various ages and reading levels. Books catering to morbid, esoteric or sensational interests do not come within the scope of the collection.
4. **Laws and Regulations** for the State of Iowa and Polk County and the Ordinances for the City of Mitchellville may be included in the collection. Similar material for other counties and states are not included. The library purchases standard and popular materials which deal with the philosophy of law and particular types of law such as taxation, marriage and divorce for the lay reader.
5. **Newspapers,** other than those that represent the needs of the community, generally are not purchased.
6. **Paperback Editions,** when the subject area is of transitory interest or if the hardback cost is considered excessive compared to its usefulness, may be purchased for the regular collection to provide extra copies of popular items.
7. **Periodicals** are selected to provide the most representation in a wide range of subjects of reference value and recreational interest. Particular emphasis is given to titles included in periodical indexes.
8. **Religious works** promoting the principles and practices of a specific religious denomination will not be added to the collection. The library makes an effort to insure that no one religion or series of beliefs is emphasized over others.
9. **State and local** materials will be maintained as possible within the bounds of budget and interest needs of the community.
10. **Audio Books and DVD Movies** are added to the library’s collection in a manner consistent with budget constraints and selection guidelines.

### GIFTS

The Library frequently is offered books and other materials as gifts. Although many excellent and important items may be acquired for the collection in this fashion, at times items are offered that cannot be used or are duplicates of material already in the collection. All items donated become the property of the Library. The following guidelines for acceptance are used:

1. The Library Director shall have the prerogative of refusing such materials which are believed not to contribute to the collection or that cannot be accommodated suitably at the time.
2. The Library Director retains the right to dispose of all duplicated or unneeded materials and should so inform the person at the time of donation. This may include selling at the Library’s used book sale or donation to other groups.
3. When the Library receives a cash gift for the purchase of memorial materials, the selection will be based upon the interests of the deceased, the wishes of the donor and the needs of the Library in accordance with the Library’s selection policies. Bookplates will be placed in/on each memorial item. The Library shall acknowledge all gifts in writing. The Library does not provide appraisals of gifts. Donors are responsible for determining the value of their gift and for providing a quantitative count of the items donated. Unassigned cash gifts may be accumulated for general or specific applications.

### RECONSIDERATION

No citizen in a democracy has a right to prevent another from reading a specific book by demanding its removal from the Library’s shelves. However, the Library does welcome comments and criticisms of its collection. Anyone wishing to make a formal complaint may do so by filling out the form “Citizen’s Request for Reconsideration of Library Materials.” See appendices. The item will be considered by the Library Board of Trustees and its decision will be final.

### WEEDING

The Library maintains an active program of weeding the collection. Material that is no longer used, worn, damaged, outdated or duplicated may be removed from circulation. Other factors taken into consideration are frequency of circulation, community interest and availability of other material on the subject.

### DISPOSAL OF WITHDRAWN MATERIALS

After materials have been withdrawn, they will be disposed of in one of three ways:

1. Gifts to other libraries shall be items in good condition which are found to be inappropriate for our collection, no longer needed or of a special research nature. Mitchellville Village Care Center and Iowa Correctional Institution for Women will receive first consideration for such gifts.
2. Book Sales may be held for outdated, damaged or worn materials that may be of interest to others; books also may be donated to organizations sponsoring book sales for fund-raising purposes for the Library. Books not sold will be disposed of at the discretion of the sale-sponsoring organization. Other Library withdrawn books are to be disposed of by the City.
3. Discards of materials of very limited use to the general public and materials in very poor physical condition will be accomplished through the City of Mitchellville waste disposal procedures.