

ALEXANDER PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Adopted December, 2005; revised June 2017

PHILOSOPHY

The mission of the Alexander Public Library is: To inspire lifelong reading, learning and knowledge in our community.

The collection at the Alexander Public Library includes books, newspapers, magazines, DVD's puzzles, audio books, and downloadable books through Bridges.

REGULATIONS

GIFTS

Gifts of materials are accepted by the library with the understanding that the disposition of such items is a prerogative of the library. At the discretion of the Board of Trustees, the library may occasionally accept some gifts with restrictions, imposed. Gift books are added to the collection if they meet the selection criteria established for purchased books and have some merit in the collection. Gifts can be identified with bookplates showing the name of the donor. The library cannot assume responsibility for notifying the donor at the time of withdrawal of donated items, nor for replacing worn out or lost copies. Gifts of money, real property, and/or stock will be accepted if the conditions attached thereto are acceptable to the Board of Trustees.

DOWNLOADABLE MATERIALS

The Alexander Public Library participates in Bridges, Iowa's online e-Library. The online web address: bridges.lib.overdrive.com. Patrons sign-on will be their library patron number.

USE OF LIBRARY MATERIALS

The Library recognizes that many materials are controversial and that any individual item may offend a library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the area patrons.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

CONTROVERSIAL MATERIAL/CENSORSHIP

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the library's collection will be objectionable to some people in the community. The library, however, in a very real sense belongs to the whole community, to the minority as well as the majority. It has a responsibility to serve that community in all its variety. That responsibility includes providing for the needs and interests that may offend a few or even a great number of people.

A great effort is made to provide a balanced collection. The library attempts to represent various 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. However, 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. Therefore, this board declares as a matter of principle that no challenged library material shall be removed from this library under any supposed legal pressure without a court order, in accordance with well-established principles of law.

INTERLIBRARY COOPERATION

The Board of Trustees recognizes that no single library can meet all the demands in its community. It is more prudent to interlibrary loan some materials than to buy them. Libraries in different subdivisions working together, sharing their services and resources, can meet more nearly the needs of their patrons. The Board of trustees and the librarian will be alert to opportunities of cooperation with other libraries, to strengthen the services and resources of the library.

- Patron requests a book the Alexander Public Library doesn't own
- Alexander Public Library checks and orders the material from a participating ILL library
- There isn't a charge for this service to patrons or for book club requests
- No limit on how many items a patron may request at any one time

WEEDING

Materials that are no longer useful in the light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices. The withdrawn materials are sold, or destroyed in a way the library director and board of trustees decide appropriate.

RESPONSIBILITY FOR SELECTION

The Library Director selects materials utilizing information found in standard library selection aids or through direct examination of materials. The specific needs and interests of the community, the library's existing collection, and the budget are considered. Recommendations from the public are welcomed and specific requests are recognized and met whenever possible. General criteria for material selection include:

1. Permanent or timely value
2. Accuracy of information
3. Clearness in presentation and readability
4. Relationship to existing collection as to cost, demand and need
5. Avoidance of deliberately distorted or sensational material
6. Value of the material as a whole.
7. Textbooks, in-depth reference materials
8. Collector's demand

The Alexander Public Library tries to meet the recreational needs of its patrons. This library will generally focus on acquiring popular materials. In the case of controversial materials, the library attempts to provide high quality works on both sides of the controversy.

LEGAL, MEDICAL AND RELIGIOUS WORKS

Legal, medical and religious works are purchased by the library. However, the library will acquire only those works that would be of interest to the layperson. Religious works promoting the principles and practices of specific religious denominations will not be added to the collection. The library makes an effort to insure that no one religion or series of beliefs is given preference over others.

LOCAL HISTORY

Local history material is actively sought by the library. The collection and preservation of this material is confined to the printed word, the library does not attempt to include artifacts as part of the collection.

REFERENCE BOOKS

The Alexander Public Library will have a basic reference selection, using basic bibliography as a guideline. Reference questions may be forwarded on to be answered through the regional reference service.

DUPLICATE COPIES

Duplicate copies will be purchased as deemed necessary by the Library Director.

REVISION OF POLICY

This policy will be review every three years.

REQUESTS FOR RECONSIDERATION

Individuals or groups wishing to lodge a complaint concerning material held in the library collections must use the following procedure.

1. The individual or group wishing to protest the presence of an item in the collection will contact the Library Director
2. If they wish to carry their objections further, a Request For Reconsideration will be filled out and signed.
3. The party making the complaint must be eligible to receive an Alexander Public Library card.
4. The written complaint will be taken to the Board of Trustees at its next regularly scheduled meeting.
5. No items shall be removed from the library collection without a court order if the Director and Board of Trustees deem it appropriate for the collection.

The board will consider the complaint. Consideration of a censorship question issued by the board will be accompanied by an acknowledgment of their selection policy, the "Freedom To Read" statement of the American Library Association, The American Book Publishers council and the "Library Bill of Rights" of the American Library Association.

FREEDOM TO READ STATEMENT

"The Freedom to Read" is guaranteed by the Constitution. Those with faith in free man will stand firm on the Constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm theses propositions.

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained In the books they make available. It would conflict with the public interest for them to establish Their own political, moral, or aesthetic views as a standard for determining what books should be Published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of A book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the Reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve Artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own Standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by Providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

LIBRARY BILL OF RIGHTS

Adopted June 19th, 1939 by the ALA Council, the American Library

Association affirms that all libraries are forums for information and ideas, and that the following basic Policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- IV. Libraries should cooperate with all persons and groups concerned with resisting Abridgment of free expression and free access to ideas.

- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on the equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

ALEXANDER PUBLIC LIBRARY
Request for Reconsideration of Collection Materials

The Alexander Public Library appreciates your concerns and welcomes your comments. If you would like to submit a written response to our decision to have certain items in our collection, please fill out the Request for Reconsideration. Include your name and address.

1. What kind of material are you commenting on?

2. Please provide the following information on this material:
 - A. Title: _____
 - B. Author _____
 - C. Copyright Date: _____
 - D. Publisher: _____

3. Please describe what you find objectionable about the item in our collection.

4. Have you read, viewed or listened to the entire work? If not, which parts have you read , viewed or listened to?

5. Can you suggest other material to take its place?

6. What other comments would you like to make?

Print your name: _____ Phone #: _____

Address: _____

Signature: _____

Mail form to: Library Director, Alexander Public Library
P.O. Box 27
Alexander, Iowa 50420

For Staff Use Only: Date Received _____
Date Forwarded To Board of Trustees _____

PROCEDURES

REGULATIONS

- **GIFTS**-When gifts are received, the Board of Trustees will be consulted as to the disposition of the gift or gifts. Staff will put bookplates on the gift or gifts with the donor's name. If the gift is a book staff will add the book or books to the collection through the Follett system, as long as the book or books meet certain criteria. Donors will be informed that materials not selected for the library's collection will be disposed of. The Alexander Public Library issues itemized receipts for all donations, if requested by the donor. The receipt itemizes the items donated, but does not assess value. Staff will take the receipt from the forms book, fill it completely out, itemize each item(s), sign and date the form, and give the donor the form after making a copy for the library. The copy will be put in the forms completed book located in the library directors office.
- **USE OF LIBRARY MATERIALS**-The Library Director or Staff will make selections on the basis of building the collection. If a rare or scarce item of great value is received, staff will take all precautions to preserve the item from harm.
The neither library director nor staff will inhibit the reading, listening or viewing of library material from children,
the responsibility will be that of the parents or legal guardian.
Staff or the library director will make material selections will not be inhibited on the fact that some materials might fall into children's hands.
- **CONTROVERSIAL MATERIAL/CENSORSHIP**-Staff nor the Library Director will take an official stand on any public question. Staff will provide information only, not advocate specific points of view.

If the public wants to express their concern over certain material or materials within the library then staff will provide them with a /request for Reconsideration of Collection Materials Form which is found in the forms manual. The patron will then fills out the form and submit it to the Library Director. The director and the patron will discuss the form; the library director will meet with the board of trustees to discuss the concern. The board may or may not convene a community group to advise. The Board of Trustees will make the final decision.
- **INTERLIBRARY COOPERATION**- No Procedure
- **WEEDING**-The library director or staff will follow the guidelines provided by CREW weeding manual. The manual will be found in the blue binder in the library director's office. Staff and the library director Will follow the criteria for weeding library materials.
- **RESPONSIBILITY FOR SELECTION**-The library director will be responsible for the collection selection of materials for the library. In the absence of the director a staff member designated as qualified by their education, training, and experience will be able to make material selections for library materials. The general criteria will apply.
- **LEGAL, MEDICAL AND RELIGIOUS WORKS**- No Procedures
- **LOCAL HISTORY**- No Procedures
- **REFERENCE BOOKS**-Staff will be familiar with the reference section, and will follow the basic bibliography as a guideline. The basic information staff and the library director should use when referencing a book include: The author, surname first, followed by their given name or initials, the book title, the publisher, as well as the place and date of publication.

- **DUPLICATE COPIES-** The library director will make the decision if duplicate copies need to be ordered.

GUIDELINES

USE OF LIBRARY MATERIALS- No Exceptions

CONTROVERSIAL MATERIAL/CENSORSHIP-No Exceptions

The Alexander Public Library will operate within the law to provide free access to a diversity of information, opinion and ideas in a neutral environment.

INTERLIBRARY COOPERATION- No Exceptions

WEEDING- Refer to pages 16-19 of the Crew Manual when weeding. Space limitations will also play a role when weeding.

RESPONSIBILITY FOR SELECTION- No Exceptions

It is the sole responsibility of the Library Director to make library selections. The only occasions where this wouldn't happen is if the library director would be gone for a period of time, then only trained and qualified staff would be able to make library material selections.

Selection criteria will always play a role in the selection process.

Selection of books and/or other materials will be made on the basis of their value to meet informational needs, to promote ideas, and to be of interest to the library's users and to enrich their lives through reading.

LEGAL, MEDICAL AND RELIGIOUS WORKS- No Exceptions

LOCAL HISTORY- Preserving the history of the town of Alexander and the Alexander Public Library will be of utmost important. If artifacts are in good condition, and are part of the heritage of the town the library director and the board of trustees would consider this part of the reference collection.

REFERENCE BOOKS- No Exceptions

DUPLICATE COPIES-No Exceptions