

COLLECTION DEVELOPMENT

Revised 11-2007

Revised 2-2011

Revised 12-2011

Revised 1-2019

I. COLLECTION GOALS

Marshalltown Public Library seeks to provide a circulating and reference collection in a variety of formats consistent with the Library's mission and its determined roles in the community. Marshalltown Public Library is primarily a "current topics & titles" library and, as such, seeks to provide timely and high-interest materials which satisfy the public's need for recreation, education, and information. The Library has chosen three secondary roles which the Library's collection also must reflect. These roles are: General Information, Lifelong Learning, and Cultural Awareness.

II. INTELLECTUAL FREEDOM AND COLLECTION DIVERSITY

The Marshalltown Public Library has adopted, in its Mission Statement, the American Library Association's "Library Bill of Rights" as well as two supporting documents, "Freedom to Read" and "Freedom to View." The Library will strive to select and circulate library materials in a manner which is consistent with these documents. The full text of these documents is appended to the Collection Development policy.

It is a practical impossibility for any library's collection to reflect the diversity of beliefs and opinions which are articulated in a democratic society. Marshalltown Public Library will, however, strive to provide materials which offer a variety of opinions and beliefs. And, most importantly, the Library will not reject materials which are requested by patrons or suggested by standard view sources because of the point of view or ideas they reflect.

III. RESPONSIBILITY FOR SELECTION

The Library Director and staff members assigned to various selection areas have the responsibility of selecting materials to be added to the Library's collection, of replacing lost or damaged materials, and of weeding materials no longer appropriate for inclusion in the collection. All staff members are encouraged to take an active part in building the Library's collection by treating all patron requests seriously, by suggesting new materials, and by weeding under the direction of the staff member assigned selection responsibility in a given area.

IV. GENERAL SELECTION PRINCIPLES

When selecting any materials for the Library's collection the COLLECTION GOALS stated above are to be kept firmly in mind. Specific Guidelines for various areas and formats are listed below.

GENERAL CRITERIA:

1. Patron demand.
2. Good reviews in a standard library selection guide.
3. Importance of the subject matter to the collection.
4. Timeliness.
5. Appearance of the title in special bibliographies, indexes or book lists.
6. Reputation and standards of the publisher.
7. Authoritativeness.
8. Scarcity of material on the subject.
9. Price.
10. Suitability of format to library circulation and use.

PATRON DEMAND:

As a "current topics and titles" center, patron demand plays a very important role in the selection of library materials. The Library will make a reasonable attempt to acquire current or classic titles requested by the public that are affordably priced and considered general enough in subject to interest other patrons. Budget constraints require that only affordably priced, new titles be purchased if requested by a single patron. Titles which are not deemed suitable for inclusion in the Library's collection will be interlibrary loaned.

REVIEW SOURCES:

Selection Librarians should routinely read standard review journals and publisher's catalogs to assist them in selecting materials for the Library's collection. Standard review sources include but not limited to:

Booklist

Library Journal

School Library Journal

Video Librarian

The Des Moines Register

New York Times Book Review

VOYA

Various bibliographies, lists and "core collection" aids; publisher's catalogs such as Baker and Taylor's "Hot Picks," "Video Alert;" various "best" and award lists, interlibrary loan requests. Book vendor catalogs, including Amazon.com reviews, will also be used, especially for subject areas in which books are seldom reviewed.

TEXTBOOKS:

As standard policy, the Library will not collect textbooks unless other sources are not to be found on a given subject. Textbooks are considered more properly included in school or area media center collections.

MULTIPLE COPIES:

The Library will purchase multiple copies of books as warranted by patron demand. Patron demand will be predicted by advanced reviews, reserves for a given title or author, and past history of popularity of an author or subject area. Patron interest in a particular author who is part of the “Automatically Yours” plan will be used as a criterion for purchasing multiple copies of “Automatically Yours” titles.

Multiple copies of books selected for library-sponsored reading and discussion series will be purchased as the budget allows.

REPLACEMENTS:

The Library will purchase replacements for materials which have been lost either through damage or theft. Theft or damage in a particular subject area will never serve as justification for refusal to collect in that area. Other, more positive means, will be used to protect a given subject area from continual theft or damage.

When a book or other item is damaged or lost, the staff member responsible for that area will consider whether it is wiser to purchase a replacement copy or to order a newer edition of new title to act as a replacement.

SOURCES FOR NEW MATERIALS:

The library will endeavor to purchase library materials from vendors who offer the best combination of price and service. Standard library “jobbers” are the Library’s first choice in purchasing new materials. On-line vendors such as Amazon.com are especially useful for out of print or difficult to find materials. Donated material will be screened and used on an item by item basis; gifts will be included in the collection only if they meet selection criteria established for purchased items.

V. GENERAL SELECTION PROCEDURES:

The Library Director, as part of the annual city budgeting process and with the approval of the Library Board of Trustees, will develop a materials budget. Librarians responsible for selection and the Library Director will develop, at the onset of each fiscal year, a budget plan which divides this approved materials budget into various areas. Budget amounts for specific areas will depend upon use as reflected by circulation and upon the strength of that area when compared to the collection as a whole. The specific goals and objectives the Library has decided to pursue, according to the long-range Plan adopted by the Library Board, will also be taken into consideration when adding to the existing collection or establishing new collection areas.

New titles requested by patrons and staff will ordinarily be ordered for inclusion in the collection rather than ordered through ILL when those titles meet the general selection criteria listed above. Staff processing patron requests should keep this policy in mind. If a title seems a good prospect for selection, the staff member processing the request should fill out a “reserve slip” to be forwarded to the staff member responsible for

ordering materials in that area. If the librarian decides to interlibrary loan the book rather than purchase it, they will initiate an interlibrary loan request and contact the patron about the disposition of his request.

VI. MEMORIALS

The Library encourages persons wishing to donate a book or other selection in memory of another person to allow the Library to select and purchase the memorial. The Library knows what could best benefit its collection and is able to purchase materials at a substantial discount over retail.

The selection Librarian in charge of memorials should attempt to select a memorial that is both needed by the Library and reflective of the interests or tastes of the person being remembered. An effort should be made to choose a title that will remain timely and vital for as long as possible to prolong the eventual necessity of weeding a memorial. Memorial materials are subject to the same COLLECTION DEVELOPMENT standards and to the same circulation procedures as routinely purchased library materials. Memorial books will be weeded or replaced in the same manner as other library materials as directed under the Library's guidelines for weeding. Memorial plates will be removed from all discarded materials. The Library's "Memorial Book" stands as a permanent record of materials added to the collection in memory of a community or family member.

VII. GIFTS

Gifts to the collection can be in the form of money or actual materials. All gifts become part of the general collection and should not require special shelving or circulation procedures. Gift plates, inclusion in the Library's "Gift Book," or letters of acknowledgment are appropriate stipulations by a donor, but other strings attached to a gift will require careful evaluation by the Director and the Board of Trustees.

GIFTS OF MONEY:

For a public library that attempts to maintain a current, popular, and well-maintained collection, gifts of money for the purchase of new materials are preferred. Gifts of money to purchase a specific title will be accepted so long as the title meets the Library's general selection criteria listed above. Gifts of money to purchase specific subjects will be honored. Gifts or money to purchase a specific format, such as Large Print materials, videos, etc., will be honored so long as the format requested is one the Library already collects or deems appropriate to begin collecting.

GIFTS OF MATERIALS:

The Library accepts gifts of books and other materials if they are in reasonable condition and relatively current. Wet, mildewed, or damaged books cannot be accepted. In general, periodicals and newspapers, unless they have historic value, will not be accepted. If storage space is full, the Library may be forced to decline a gift of materials.

Gifts become the property of the Library under the control of the Library Board of Trustees. Gifts are subject to the same COLLECTION DEVELOPMENT guidelines and weeding practices as materials routinely purchased for the Library's collection. Donations may be included in the Library's collection, may be sold, given to another library, or may be ultimately discarded. **Donors may not expect any gifts to be returned to them.**

Donors of gifts do not receive an appraisal of their value. MPL staff are librarians, and do not have the expertise needed to assess the market value of a book or other item. The boxes or number of volumes are counted or estimated, and the donor receives a signed copy of the "gift form" as his receipt.

Donated materials in good condition will be evaluated by the Selection Librarians to determine whether or not they should be added to the Library's collection.

VIII. WEEDING AND DISPOSAL OF LIBRARY MATERIALS

The Library recognizes the necessity of continual weeding in order to maintain a vital, timely collection of manageable size. Weeding or replacement decisions in any given area rest ultimately with the Selection Librarian responsible for that area. All staff should, however, be alert to damaged or out-dated materials that need to be replaced or removed from the collection. All staff members, especially those shelving or checking in materials, should refer a worn or outdated item to the Selection Librarian for replacement or disposal. The Library will follow the procedures and policy outlined in a well-recognized authority, *Evaluating and Weeding Collections in Small and Medium-sized Public Libraries: The CREW Method (ALA)*.

In general, library materials that are weeded from the collection will be sold at library book sales or, in the case of out-of-date non-fiction titles or damaged items, recycled when possible.

IX. COMPLAINTS OR CHALLENGES

Library patrons who wish to complain about the Library's collection, to suggest areas in which the collection needs to be strengthened, or to ask that a title be withdrawn from the collection should be treated with respect and courtesy. Patrons should be invited to visit with the Library Director. Patrons who persist in their complaint or who ask that a specific item be removed from the Library's collection should be given "concern form" and informed of the Library's policy for handling collection complaints. No action will be taken on the removal of an item from the collection or other complaints unless a written "concern form" is filed. Staff should realize that some patrons simply want to register a verbal complaint or concern and will not want to pursue this complaint with the filing of an actual written complaint.

If the patron wishes to file a written complaint, he or she should fill out the written "concern form" and return it by mail or in person to the Library Director or other staff member.

The Library Director will register all concerns and challenges with the Iowa Library Association's Intellectual Freedom Committee. Support and assistance can be solicited from this committee if desired.

REQUEST FOR REMOVAL:

In the case of a request for removal, the challenged item **WILL NOT BE REMOVED FROM** the Library's collection until a decision to do so has been reached by the Library Board of Trustees.

1. The complaint and the challenged item will be reviewed by the Library Director and the Selection Librarian responsible for the appropriate collection area.
2. The Library Board, together with the Library Director and Selection Librarian, will review the complaint at the Board's next regularly scheduled meeting. The patron placing the complaint is welcome to attend and to address the Board.
3. After the meeting at which the complaint is reviewed, the Board members should take time to read and review the challenged item, to review the Collection Development policy, and to read any additional materials supplied by the Library Director or Selection Librarian.
4. At the next regularly scheduled meeting after the meeting at which the complaint was formally filed, the Library Board of Trustees will decide by vote whether or not to remove the challenged item from the Library's collection. Again, the patron placing the complaint is welcome to attend. The patron filing the complaint will, in any case, be informed in writing of the Board's decision.

GENERAL COLLECTION COMPLAINTS:

In the case of a more general complaint about the Library's collection or content of a library program, the patron bringing the complaint will be asked to fill out a "concern form" and will be invited to attend the next regularly scheduled meeting of the Library Board of Trustees.

1. The Library Director and the Selection Librarian responsible for the appropriate collection area or program will review the concern.
2. The Library Board, together with the Library Director and Selection Librarian will review the concern at the Board's next regularly scheduled meeting. The patron placing the complaint is welcome to attend the meeting and address the Board.
3. After the meeting at which the concern is registered, the Board members should take time to review the Collection Development policy, to read any additional materials supplied by the Library Director or Selection Librarian, and to review that area of the collection about which the concern was raised.
4. At the next regularly scheduled meeting after the meeting at which the complaint was formally initiated, the Library Board of Trustees will decide what course of action to take. Again, the patron placing the complaint is welcome to attend. The patron bringing the complaint will, in any case, be informed in writing of what action, if any, the Board has decided to take.

The intellectual freedom committees of the Iowa Library Association and the American Library Association are available for clarification of issues if the patron does not agree with the decision of the Board of Trustees.

X. SPECIFIC SELECTION GUIDELINES

The following guidelines, as well as the General Selection Criteria listed above, will assist Selection Librarians in building a collection which reflects the mission and goals of the Marshalltown Public Library.

FICTION:

The selection of fiction involves choosing from a large variety of genres and types to meet the educational and recreational needs of the community. The Library attempts to satisfy a public varying greatly in education, interests, taste and reading ability. The basic collection includes high-interest contemporary titles and classical and semi-classical novels which are requested by serious readers or by students seeking resources required by middle school or high school curriculum.

Multiple copies of best sellers are purchased as the budget allows. Decisions about multiple copies are made on the basis of demand and price. In general, one copy will be purchased for every 7 reserves placed on a given title.

Recognizing that much of current fiction is ephemeral in nature, the library re-evaluates its adult collection regularly and discards multiple copies when no longer warranted by demand. The Library also frequently evaluates its juvenile fiction section, replacing worn classics as needed.

NON-FICTION:

In the selection of non-fiction materials, the Library will make a special effort of consider the needs and interests of the community. The usual criteria of authority, currency, scope, and over-all quality will be applied to most acquisitions. Non-fiction materials routinely required by K-12 students and by hobbyists will be acquired. Material on timely public issues and public figures are other target areas for acquisition. To help in determining what subjects the Library's non-fiction collection is lacking, interlibrary loan orders will be reviewed annually for non-fiction subject needs.

Little or no specialized material will be purchased in such areas as law, medicine or technology because of the limitations of the Library's budget. The Library will, however, attempt to borrow needed materials in these and other areas on interlibrary loan.

Juvenile non-fiction will emphasize topics currently being taught at the elementary and middle school level.

Textbooks will, in general, not be purchased.

Iowa history, biography, travel, etc. is a special area of purchase. Materials about Marshalltown and Marshall County will also be purchased whenever possible. These materials, unlike most other non-fiction, will not be weeded on the basis of low circulation.

AUDIO MATERIALS:

Audio materials for youngsters and adults are selected using many of the same criteria as print materials.

REFERENCE MATERIALS:

The Library's reference collection emphasizes materials needed for research by students in grades K through 12. The Library will also offer a selection of aids designed to help the consumer and citizens answer questions that arise in daily life.

PERIODICALS:

As a "current topics and titles" center, the Library considers our print periodical collection extremely important; the demand for current magazines dedicated to a wide variety of subjects is high. Periodicals are also an important source of current news, ideas, and opinion. Periodical subscriptions are maintained for one 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 satisfy popular demand; and to serve the staff as book selection aids, book reviewing media and professional reading.

Individual titles are chosen using the "general selection criteria" listed above; more specifically, a title is selected for need in reference work, local interest, or because its point of view or subject is needed to balance the Library's collection as a whole.

Gifts of periodical subscriptions are accepted, but the magazines are not necessarily retained in the Library files, nor does the Library assume responsibility for replacing missing issues or renewing such subscriptions when they expire.

Periodicals and newspapers will be ordered, if possible, through a subscription service. Discarded periodicals are given away annually.

Database subscription services offer patrons an alternative way to access a wide variety of periodicals, many in full text format, to supplement the Library's print periodicals. Periodicals used primarily for research, if available through a database to which the library subscribes, will not be acquired in print format.

DVD:

Popular titles for all ages will be selected using the same criteria that is used to purchase print and nonprint material. Best video lists and reviews in selection aids such as Library Journal, Booklist, and the Video Librarian will be used to select individual titles.

Preference is given to the purchase of new titles rather than replacements, but titles in high demand or which are parts of a series are replaced.

Most of the collection is intended for home use, but public performance titles are added when the price is within the Library's budget. DVDs for home use are restricted to individual or family viewing. Public performance DVDs are those for which the Library has purchased the rights for group viewing, either in Library programs or for organizations' use with their members. The Library will maintain a small collection of children's public performance DVDs which are intended for use in library and school programming.

GENEALOGY:

The Library will purchase a small number of resources for the Genealogy Collection located in the Martha-Ellen Tye Reference and Local History Area. Acquisitions will reflect the needs of local genealogists. The Library will also maintain a collection of general instruction materials intended to provide a starting point for researchers. These general guides may be located in the Library's non-fiction collection. Gifts for inclusion in this collection provided they are subject to the same circulation, shelving, and other guidelines as the remainder of the Library's collection in this area, are gladly accepted for inclusion in the collection.

In general, money received by the Library for genealogical research conducted by genealogy volunteers or Library staff is used to purchase materials for this unique collection. The Library may decide to use Reference or non-fiction budget allotments to purchase materials for the Library's Genealogy Collection.

LARGE PRINT:

The Library attempts to provide a wide variety of adult large print titles in various genres. Emphasis will be on titles of interest to older patrons, the patron group who most often used large print.

Because they are only minimally reviewed and rarely listed in traditional library selection aids, the bulk of the Library's large print will be purchased through a standing order. The Selection Librarian responsible for large print will review large print standing orders yearly and make changes as required by large print patron's needs; additionally, the Selection Librarian may select individual titles as needed.

SPANISH LANGUAGE/BILINGUAL MATERIALS:

The Library will maintain a selection of Spanish language and bilingual materials in a variety of formats: book, periodical, DVD and audio. Both adult and children's materials will be collected. The adult collection will be geared to pleasure reading as well as non-fiction emphasizing practical skills and information as well as English competency. Because translations are often faulty, the Library will rely on respected Spanish language vendors or standard review sources.

GRAPHIC NOVELS:

The Library will maintain a collection of juvenile, teen, and adult graphic novels. Graphic novels are books written using sequential artwork, and they consist of fictional, non-fictional, and biographical works for readers of all ages. Graphics novels will be selected for inclusion in the collection based on patron requests and reviews in standard sources such as Booklist and Library Journal.

LOCAL HISTORY and IOWA MATERIALS:

The Library will actively acquire materials about Marshalltown, Marshall County, and Iowa. These materials may range widely, including local high school yearbooks, field guides for Iowa wildlife, and books recording the history of Marshall County. Archival microfilm of all Marshalltown-based newspapers will be collected. The Library will keep a small collection of works by Marshalltown authors composed mainly of donations and items of significant historical value.

LOCAL AUTHOR'S WORKS:

Local authors are defined as writers who currently reside or have spent a significant part of their lives in Marshalltown or Marshall County. Pending evaluation, the Library may accept one donated copy of a local author's work and place it in the library collection. All donated works are subject to the same criteria for removal as other materials. Items requested by the author to be purchased by the Library are subject to the same collection development criteria as any other work.

SELF-PUBLISHED TITLES:

Self-published titles that are not included in the local author's category are held to the same criteria as any other work that Library evaluates for the collection.

ADULT MUSIC CDS

In recognition of the cultural and recreational importance of music, the library maintains a small collection of music CDs consisting solely of donations. Donated music CDs may be retained for inclusion in the library's collection based on their condition, quality, and anticipated popularity. CDs that are not retained will be sold in the annual Friends of the Library book sale. In the event of a cash donation for the purchase of music CDs, library staff will select acquisitions based on critical reception, anticipated popularity, and shelving space, with an interest in balancing the quantity of CDs among the genres.