

COLLECTION DEVELOPMENT

Revised 11-2007

Revised 2-2011

Revised 12-2011

Revised 1-2019

Revised 10-2021

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 popular materials 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 all 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 review sources because of the point of view or ideas they reflect.

III. RESPONSIBILITY FOR SELECTION

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. These guidelines apply to all formats and audiences, including print books, graphic novels, audio, video, and online resources.

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 popular materials library, 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 and space 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:

Staff members who select materials should routinely read industry standard review journals, publisher's catalogs, and review "best" and award lists to assist them in selecting materials for the Library's collection.

TEXTBOOKS/CURRICULUM:

As standard policy, the Library will not collect textbooks or curriculum unless other sources are not to be found on a given subject. Textbooks and curriculum are considered more properly included in school 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 another book in that subject area.

SOURCES FOR NEW MATERIALS:

The library will endeavor to purchase library materials from vendors who offer the best combination of price and service. 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.

SELF-PUBLISHED TITLES:

Self-published titles are held to the same criteria as any other work that Library evaluates for the collection.

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 and expected demand beyond a single patron.

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 librarians 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.

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 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 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 staff members who select materials 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 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, distributed to interested readers, or, in the case of out-of-date non-fiction titles or damaged items, recycled when possible.

IX. COMPLAINTS OR CHALLENGES

Library patrons who have a concern 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 a "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.

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 CONCERNS:

In the case of a more general concern about the Library's collection or content of a library program or display, 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.

STATEMENT OF CONCERN
Marshalltown Public Library

Please fill in this form completely. Only written concerns will be considered by the Library Board of Trustees. Please return this form in person or by mail to:

Library Director
105 W. Boone St.
Marshalltown, IA 50158

Name_____ Date_____

Address_____

City_____ State_____ Zip_____

Phone_____ Email_____

1. If you have a general concern about a subject area or policy, please comment below:

How would you suggest the library remedy this concern? (e.g what books need to be added; points of view reflected)

2. If you wish to comment on a specific item, please note the author and title below:

Title: _____

Author_____

Format: __Book __Audiobook __DVD __Magazine/Newspaper __Other

What brought this item to your attention?

Please comment on the item as a whole as well as being specific on those matters which concern you. Please use the other side of this page if needed.