COLLECTION DEVELOPMENT POLICY

Purpose:
The purpose of this policy is to guide the library staff in the selection of materials and to inform the public about the principles upon which selections are made. This statement was approved and adopted by the North Sioux City Community Library Board, which assumes full responsibility for all legal actions that may result from the implementation of any policies stated herein.

Library Goals:
The goal of the North Sioux City Community Library is service to community members. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these people is the North Sioux City Community Library's broad purpose. More specifically, it helps people to keep current with change in all areas, educate themselves continually, become better members of their families and communities, become socially and politically aware, be more capable in their occupations, develop their creative abilities and spiritual capacities, appreciate and enjoy literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal and social well-being. All printed and non-print materials are selected by this library in accordance with these basic objectives.

Responsibility for Materials Selection:
This library board adopts as part of its policy the following paragraphs from the LIBRARY BILL OF RIGHTS:

- 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.

- 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.

Final responsibility for selection of books and library materials is and shall be vested in the director. However, the director may delegate, to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the director for resolution. Any books and library materials so selected shall be held to be selected by the board.

Criteria for Selection:

Certain factors influence the selection of library materials. Among these are:

- The author's reputation and significance as a writer
- The importance of subject matter to the collection

- Availability of material in other libraries or in print
- Timeliness or permanence of the item
- Authoritativeness
- Attention of critics, reviewers, and general public
- The currency of information in rapidly changing fields
- Popular appeal including nature and frequency of patron requests
- Format, including possibility of rebinding, as well as type
- Price
- Level of materials funding

Staff will select materials from general and specialized review media, trade publications, publishers' and booksellers' catalogs, websites, blogs, in response to library users' requests, and from inspection of the material itself when possible. Review sources currently purchased by the library include

- Booklist
- Library Journal
- Publisher's Weekly
- Hornbook
- School Library Journal
- New York Times Book Review

Any member of the North Sioux City Community Library may recommend materials for selection consideration by the Library. The director and his/her staff will consider such recommendations with the same evaluative criteria established above. Such recommendations shall be made in writing on forms developed by the librarian.

Scope of the Collection:
To meet the information and recreational needs of the general public, the library collects materials in a variety of formats including books, graphic novels, periodicals, newspapers, ~~microfilm~~, audio discs, videodiscs, compact discs, eBooks and audios, and others. Formats are chosen for durability, ease of use, and appropriateness of format to subject area. In some circumstances, the same work may be acquired in more than one format.

Children's materials are collected to serve the needs of young people from infancy through fifth grade. The juvenile collection includes materials for fifth through nineth graders. The Young Adult collection includes materials that will address the needs of young people in grades eight through twelve.

The library recognizes its obligations to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and state and shall not needlessly duplicate functions and materials.

GIFTS:
Unconditional gifts, donations, and contributions to the library may be accepted by the librarian on behalf of the Library Board. No gifts or donations conditionally made shall be accepted without the approval of the Library Board.

Generally, collections of books will not be accepted with restrictions which necessitate special housing, or which prevent integration of the gift into the general library collection.
The same standards of selection will govern the acceptance of gifts as govern purchase by the library. If material is useful but not needed, it may be disposed of at the discretion of the librarian.

Maintaining the Collection:
Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources.
Reasons for collection weeding include

- To improve the collection
- To save space and money
- To save time
- To make the library more appealing
- To provide feedback on the collection's strengths and weaknesses.

The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of the material as determined by last date of loan or by number of loans in the last five years, and age of the material as a misinformation factor, especially in the area of the sciences. Library staff members are to be thoroughly instructed with regard to the necessity for discarding books and library materials.

Withdrawn materials are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, and demand for the title.

At least 25% of the collection will be reviewed for weeding each year, so that the entire collection can be weeded once every four years.

Censorship:
The selection of library materials is predicated on the library patron's right to read, view or listen and his/her freedom from censorship by others. Many items are controversial and any given item may offend some persons. Selections for this library will not be made on the basis of anticipated approval or disapproval but solely on the merits of the materials in relation to the building of the collection and the serving the interests of the readers. This library holds censorship to be a purely individual

matter and declares that -- while anyone is free to reject for him/herself books and other materials of which he/she does not approve-he/she cannot exercise the right of censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read, view or listen is the responsibility of his/her parent or guardian. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors. This includes American Library Association Resolution on Challenged Materials.

It is also the right of any member of North Sioux City Library to question any library material selected by the North Sioux City Community Library since opinions may differ in our democracy. Such questions shall be presented in writing on forms developed and made available by the director and shall be specific as to title and nature of the material being questioned. (See Request for Reconsideration of Materials Policy)