

## **Richland Public Library COLLECTION DEVELOPMENT POLICY**

This policy exists to guide the librarian in selecting library materials and to inform the public about the principles guiding collection development decisions. Collection development is the ongoing process of materials acquisition, maintenance and removal in an effort to maintain the quality and relevance of the entire collection.

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

Richland Public Library strives to meet the current and long-term needs of our patrons of all ages, abilities and backgrounds for information, education, culture and recreation within the limits of cost and space and considering current holdings and demand. We endeavor to provide a wide range of subjects and viewpoints in a variety of formats.

The library's adopted collection development policy is consistent with principles of intellectual freedom as found in such documents as the U.S. Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide.

The inclusion of materials in our collection does not constitute the endorsement of the library staff, board of trustees or the City of Richland. We will offer materials representing a variety of viewpoints. No materials will be removed from the collection due to the views of the author or the ideas expressed.

The materials for children and young adults will follow the same guidelines as for adult materials. The library cannot assume the responsibility of deciding what a child may or may not read; that is the responsibility of the parent or guardian.

The library welcomes and encourages suggestions and comments from its patrons. All requests for purchases will be evaluated in accordance with this policy.

Outreach collections are donated to agencies and institutions serving populations with limited library access such as hospitals, nursing homes, correctional facilities, shelters, etc.

The library participates in the Interlibrary Loan program to provide materials not owned. One dollar is charged per transaction.

The collection will be reevaluated on a regular basis to ensure it remains up-to-date and relevant to the patrons' needs. Materials that no longer meet the standards of the library collection policy will be withdrawn. This includes books that are out-of-

date, no longer being used, badly worn or damaged. Withdrawn books may be donated to community groups, sold, recycled or discarded.

#### Reconsideration of Library Materials:

The Richland Public Library staff and trustees recognize that each patron has their own unique preferences when choosing library materials. While the Richland Public Library strives to provide a wide variety of materials to its patrons, the inclusion of materials in the collection does not constitute an endorsement by the staff or trustees.

The Richland Public Library believes in freedom of information for all. An individual may reject materials for themselves and their children, but they cannot restrict the access of materials by others.

Any individual who is eligible to receive a Richland Public Library card may ask the library to reconsider materials in the collection by filling out and signing a "*Reconsideration of Library Materials Request*" form and submitting it to the library director. The person filling out the request must have read, listened to or watched the entirety of the material in question. The library director will review the form and submit a copy to Board of Trustees to be discussed at their next regularly scheduled meeting. The Director and Board of Trustees will then have a month to review, evaluate and write a response to the reconsideration request. Once the response has been approved by the Board of Trustees, it will then be sent to the person making the request. Materials under consideration will remain in circulation while the process is under way.

#### Gifts and Endowments

The library welcomes gifts of materials or money. These gifts help enrich and improve public library resources.

Gift are accepted with the understanding that the same guidelines of selection are applied to gifts as to materials acquired by purchase.

The library does not accept textbooks, encyclopedias, VHSs or items over 5 years old. Donated items must be in good repair, clean and dust free. For donations over 10 items, an appointment must be set up with the director.

All gifts will become the permanent property of the library unless other arrangements were made and approved of at the time of the donation.

Gifts not added to the library collection may be donated to community groups, sold, recycled or discarded.

Once added to the collection, gifts will be evaluated for retention on the same basis as other items. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

Appraisals will not be given.

Money may be donated for the purchase of books or other library materials in honor or memory of a person. The selection of these items will be made by the director in consultation with the donor. The name of the donor and person being honored or memorialized will be placed on a bookplate.

Approved September 1999

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