

Material Selection Guidelines and Criteria

Collection Development is an ongoing process to develop and maintain a collection that supports the Library's vision. It is carried out by designated library staff who apply professional knowledge, experience, and policy in making decisions. Ultimate responsibility for collection development lies with the Director who operates within the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements and policies adopted by the Library Board of Trustees.

A collection attempts to represent a diversity of viewpoints as far as availability of materials, space, and budget allow. Material selection is not governed by individual aspects of the work, but rather the material as a whole. Patron requests are encouraged and handled on an individual basis according to the material selection criteria below.

Material Selection

The following criteria guide material selection:

- Potential relevance, contemporary significance and/or permanent value
- Accuracy
- Authority of author
- Relation of work to existing collection
- Cost, availability, durability and ease of use
- Local interest or authorship
- Reflection of population served
- Diversity of ideas and voices
- Critical review
- Publisher recommendation
- Popular topic and/or demand
- Physical space

Material Placement

The following criteria guide material placement within the collection:

- Format
- Reading level
- Intended audience of author
- Publisher recommendations
- Placement within similar libraries

Collection Evaluation

Materials are continuously examined for the purpose of updating, withdrawing and repairing to maintain a relevant and attractive collection.

The following criteria guide collection evaluation for retention, repair and replacement:

- Item use and/or circulation
- Wear, damage, and appearance
- Outdated or duplicated content
- Physical space
- Cost of replacement

Material Reconsideration

The Library's role is to provide opportunities that will allow individuals to freely examine, explore, and educate themselves on subjects of importance to them. In a free society, all patrons have the right to consider any of the items in the library, but this right does not include the power to censor other patrons from having the same freedom to consider materials that some may feel are controversial or inappropriate. Controversial content of an item or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the Library's collection. Likewise, inclusion of materials in the Library's collection does not constitute endorsement of the material's content or viewpoint.

Library staff is available to discuss patron concerns and identify alternate materials that may be available to the patron. If the patron's concerns are not satisfied through discussion with staff, patrons will be directed to the Library Director. The Director will review with the patron this policy and the procedure for pursuing a formal complaint. If patrons wish to carry their objections further, a "Request for Reconsideration of a Work" form must be completed in full. The patron submitting the complaint must be a resident of Grimes or Jefferson township and hold a current library card.

Formal complaints will be reviewed in accordance with the *Collection Development Policy* by the Library Board of Trustees at its regularly scheduled meeting. Please note, all Library Board meetings are open session as required by Iowa Law, and the form will be made public. The Board will decide on the matter and report in writing to the complainant within 10 days of the meeting. The decision of the Board is final. Challenges on the same title and/or item may not be brought to the Library Board of Trustees for 12 months following the decision. In the case of a patron challenging or objecting to multiple items at once, the challenges will be reviewed based upon the time availability of the Library Director, Library Board trustees and staff.

During the period between the formal complaint and the board decision, the item will remain in circulation.

GRIMES PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Request for Reconsideration of a Work

Request initiated by: _____

Address: _____ City: _____

Telephone: _____ Library Card Number: _____

Email: _____

Complainant represents: Individual Organization (name)

1. Work on which you request reconsideration:

Book Video Magazine Other, please specify

Title: _____

Author: _____ Item Barcode: _____

2. How did you become aware of this work?

3. Have you read/viewed the entire work? If not, what section did you review?

4. What concerns you about the work?

5. What action are you requesting be taken on this work?

6. What resources/professional reviews would you suggest to provide additional information and/or viewpoints on this work?

Signature _____ Date: _____

This form must be completed in full by a Grimes Public Library card holder and returned to the Library Director. It will be reviewed by the Library Board of Trustees at its regularly scheduled meeting. Please note, all Library Board meetings are open session as required by Iowa Law, and the form will be made public (with address, phone, email, and library card number redacted.) The Board will decide on the matter and report in writing to the complainant within 10 days of the meeting. The decision of the Board is final. During the period between submission of this form and the board decision, the item will remain in circulation.

Approved by the Grimes Public Library Board of Trustees: 03/07; 01/13; 11/15; 02/18; 12/21; 03/23; 05/26