

Collection Development Policy of Arnolds Park Library

The primary purpose of the Arnolds Park Library is to purchase, organize, and make available to the public, books and other printed, recorded, and filed material, which may be freely used by everyone in the community, regardless of age, sex, race, creed, or economic level. The library seeks to provide materials under three broad areas: informational, recreational, and educational.

The Arnolds Park Library endorses the Library Bill Of Rights and the Freedom to Read Statement of the American Library Association. These two documents are included as appendixes to these Board Policies.

The Library Director is responsible for all material selection. Materials will be selected which serve the informational, recreational, and educational needs of all citizens. Citizens of the community are encouraged to offer suggestions for services and materials they would like to have available at the library. The Library Director will give all suggestions serious consideration, keeping in mind the goals, policies, and budgetary constraints of the library.

The materials will be ordered from publishers, or bookstores based on the best price, service, and speed.

The Arnolds Park Library orders materials for patrons through the state library's inter-library loan service when requested information is not readily available. This service expands the library's ability to serve the community with information on a wide variety of topics. There is no fee to the patron for this service. Any material that is requested several times through inter-library loan will be considered for purchase.

Acquisitions of material costing more than \$150.00 must be considered and approved by the Board of Trustees prior to the purchase. The following categories of materials are available to our patrons and the criteria for their selection are:

1. Adult Fiction Books

The Library Director attempts to choose novels that provide recreational reading that satisfies the differing tastes, interests, and reading abilities of the library patrons. The collection will include classics of the past, novels of contemporary authors, and current popular fiction that is chosen because of patron requests.

2. Non-fiction Books

The library Director attempts to keep the non-fiction section up to date with books of authority and quality on as wide a variety of topics as possible. Requests by patrons for specific information are important criteria for including a topic. All sides of controversial issues will be represented when materials of reasonable quality are available. New books are selected to replace books containing obsolete or inaccurate information.

3. Children's Books

The children's section will contain easy-to-read books for children learning to read, early chapter books for advanced readers, and a variety of new and classic children's books for family reading.

4. Juvenile Fiction

The same criteria will be used in the selection of juvenile fiction as adult fiction. There will be an effort to provide material that satisfies a wide variety of interest and abilities. It is the responsibility of parents to decide what their child may or may not read from this collection.

5. Young Adult Fiction-

The same criteria will be used in the selection of young adult fiction as adult fiction. There will be an effort to provide material that satisfies a wide variety of interest and abilities. It is the responsibility of parents to decide what their child may or may not read from this collection.

6. Iowa and Local History

The library keeps a separate section of Iowa books and pamphlets. Because Arnolds Park is a tourist area and has a colorful history, there is great demand for information about the area. Providing this information is a high priority and the library seeks to add new material as it becomes available. The circulating portion of this collection consists of materials that can be replaced because they are still in publication. There is also a non-circulating portion kept in the office that may be used in the library but not checked out. This collection contains material that cannot be replaced. Non-circulating material may be copied for patron use.

7. Periodicals

Periodicals are chosen for the following reasons: to supply popular recreational reading; to provide up-to-date information not available in books; and to serve the staff as book selection aids. Within the limits of the budget, the Library Director will select titles that meet the tastes and needs of our library patrons. Back issues are saved for a year.

8. DVD Collection

The library maintains a collection of DVDs for patrons' home use. These are chosen for recreational and educational value. An attempt is made to satisfy a wide range of tastes and interests. There are movie classics, true stories, children's entertainment, physical fitness, educational, modern movies, and others. There is no fee for the use of these materials.

9. Audio Books

The library maintains a collection of books in CD format. The same standards are used in their selection as are used for books.

10. Playaways

The library has a small collection of electronic Playaways. The same standards are used in their selection as are used for books.

GIFTS:

The library welcomes gifts of money and materials. When money is given for the purchase of materials, the materials will be appropriately identified and then shelved with the regular collection. An attempt will be made to match the content of memorial books to the interests of the person being honored. Books and other material given to the library have the same criteria applied to them as to purchased material. The Library Director will decide whether to add them to the collection, donate them to another group, or discard them. The library will accept denominational books if they meet the general standards applied to purchased books.

WEEDING:

In order to retain the attractiveness and usefulness of the library's collection and to keep information current and accurate, weeding must be done on a continual basis. Material is withdrawn under the following guidelines:

1. Outdated, inaccurate material will be discarded and replaced with current material.
2. When there are books with duplicate copies that have waned in popularity, the most worn copies will be weeded out.
3. Physically damaged and worn out material will be discarded.
4. Fiction that has not circulated in 10 years will be considered for withdrawal. Books listed as "Classics to Keep" will be kept in the collection.
5. Material on local history will not be discarded.

6. Periodicals will be given away or discarded after a year.

The library staff will use its discretion in deciding how to dispose of weeded material.

COMPLAINTS ABOUT LIBRARY MATERIALS

The Arnolds Park Library welcomes comments and criticisms of its collection. However, the library endorses the principle of the freedom to read and the freedom to view any legally available material. The library does not attempt to censor or restrict patron-access to material. The circulation records of the library are kept confidential so there will not be negative repercussions for patrons seeking controversial material. Age is not used by the library as a reason for censorship or restriction to material: it is the responsibility of the parent to decide what his or her child may or may not read or view from the library's collection. The parent has the responsibility for enforcing this decision.

The Board of Trustees of the library will review signed complaints received in writing on the form titled "Request for Reconsideration of Library Materials" (a copy of this form is included as an appendix to this policy). The Board will base its decision on the principles outlined in this Materials Selection Policy and will have the final authority. The patron making the complaint will be notified by the Board of its decision in writing.

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