

Excerpted from the *WDM Library Policy Manual*

## CHAPTER 3: COLLECTION DEVELOPMENT POLICY

**Adopted by Board Action 4/19/2022**

### *EXTENT OF COLLECTION POLICY*

This Policy applies to all library materials collected by the West Des Moines Public Library, including items received as donations and items purchased with private funds. Objects of art are addressed in the library's Art Policy.

### *GENERAL PRINCIPLES FOR SELECTION*

The Library Director is responsible for the selection of materials which conform to the Collection Development Policy. Library staff members are involved in the selection process under the Director's supervision. Other interested persons are encouraged to make suggestions and recommendations.

In general, items selected should be useful to the community, and should be representative of the best materials available. The following general criteria should be considered during the selection process:

- Effective presentation of ideas and/or information
- Respected authorship
- Accessible format
- Quality of construction
- Permanent value
- Public appeal or community interest
- Relationship to materials already in the collection and balance of viewpoint
- Availability of the same or similar materials in the local area
- Intended audience
- Price

The library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

Each item should be evaluated according to its merit. Items will not be excluded because of the race, religion, or political views of the author. Items will not be excluded due to a judgment based on individual passages or images taken out of context. When possible, favorable reviews will be sought in review journals and in the literature of the library and publishing world prior to acquisition.

The library makes no attempt to assume the rightful role of parents in monitoring, controlling, or curtailing the reading, listening or viewing behavior of their children. Parents should be interested and involved in their children's utilization of library materials. The library does not assume responsibility for the possible misuse of information found in the collections by young readers. Children have access to the entire collection.

The West Des Moines Public Library supports both "The Freedom to Read" statement by the American Library Association and the Association of American Publishers (Appendix A), and the American Library Association's "Library Bill of Rights" (Appendix B).

The library does not acquire resources intended for curricular use, such as textbooks, professional journals and esoteric databases, unless those resources will also be beneficial to the community. Such resources may be added if the information is unavailable in other forms.

### *JUVENILE BOOKS*

To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of the West Des Moines Public Library from infancy through grade six. The materials are selected regarding the stages of emotional

and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature. Juvenile materials are presented in a variety of different formats:

- Board Books are developed in a sturdy format to meet the needs of infants and toddlers
- Picture books are intended for all ages, particularly for those aged 3 to 8, to foster an enjoyment and appreciation of reading
- Easy Readers serve the needs and interests of beginning readers and are categorized based on word count and vocabulary
- Juvenile Books – Fiction and Nonfiction - are intended to serve children from third grade through sixth grade and are selected based on reading and comprehension level, illustrations, accuracy, type, and format.

#### *YOUNG ADULT BOOKS*

These materials are intended to serve patrons between the ages of 12 and 18 (junior high and high school age). Young Adult books should interest and encourage young readers, increasing their sense of enjoyment in reading. Special attention is given to materials of particular interest to this group, including teen age stories of adolescence and growing to maturity.

#### *FICTION – GENERAL*

The fiction collections are intended to meet the needs and interests of readers with widely differing tastes, interests, and reading levels. If a book meets other criteria listed in this policy, it may be included in the collections even though the author has felt it necessary to use strong language or frank detail in accomplishing their purpose.

#### *NONFICTION – GENERAL*

The library aims to acquire materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational and civic interests in the community
- present different viewpoints on issues
- nourish intellectual, aesthetic, creative and spiritual growth

#### *FOREIGN LANGUAGE MATERIALS*

Foreign language collections will be considered when community needs are evident. Selection of foreign language materials will be overseen by library staff who have a working knowledge of the language(s) being collected, and/or in conjunction and cooperation with community partners and/or vendors who are fluent in the language. The library will endeavor to develop foreign language collections in relation to apparent public interest, community population size/need and materials availability. The library provides bilingual dictionaries and instructional materials on major languages.

#### *PERIODICALS*

The library's newspaper and magazine collection, both print and electronic, provides current information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading and material review needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

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### *NON-PRINT – REALIA*

The library collects puppets, games, toys, and other materials for circulation or in home use, as a response to strong community interest. Quality, durability, ease of periodic cleaning, and safety for young children, should be considered in the selection of these materials.

### *NON-PRINT – EDUCATIONAL KITS*

Educational kits can include books, DVDs, music CDs, educational games and toys, and STEM (Science, Technology, Engineering, and Mathematics) activities designed to educate children on various subjects. Educational Kits are secured in durable containers that allow for easy transportation to educational settings. Guidelines for selection include storage capability, lasting value of contents, and popular interest.

### *NON-PRINT – MEDIA*

The library purchases a diversified collection of visual and sound media. This collection consists mainly of informational, how-to, and popular entertainment titles for all ages. Most movie titles purchased are box office hits and most music titles purchased are for the Juvenile collection. Most of the titles purchased do not include public performance rights. Videos produced specifically for instructional use in the classroom are not purchased. Visual and sound media review and selection decisions are based primarily on the same criteria used for print purchases. The library normally does not purchase edited versions of recordings and movies. Additionally, the library purchases visual and sound media in the predominant format.

### *NON-PRINT – SOUND RECORDINGS / SPOKEN WORD*

The library selects, acquires and maintains a diversified collection of sound recordings. Review and selection decisions are based on the same criteria used for print purchases. The library tries, when possible, to buy unabridged versions of sound recordings for Adult, Youth, and Juvenile collections.

### *NON-PRINT – INTERNET INFORMATION RESOURCES*

The Internet is an unregulated global computer network. The West Des Moines Public Library provides public access to the Internet in order to augment the community's educational resources. The West Des Moines Public Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly. Library users of the Internet should be aware of the following:

- The West Des Moines Public Library holds the position that only parents and legal guardians have the right – and the responsibility – to monitor and control their own minor children's access to the Internet and to information obtained from the Internet.
- The West Des Moines Public Library cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.
- The West Des Moines Public Library complies with the United States Copyright Law, and all other federal, state and local laws relating to the use of the Internet and other electronic media.
- The West Des Moines Public Library is not responsible for work or information lost due to computer or system malfunction.

### *NON-PRINT – ONLINE RESOURCES*

The library acquires access to some materials in digitized formats. These formats include databases and downloadable or streaming text, audio or print resources. These resources will be acquired to complement or enhance the library materials that have historically been provided in physical formats. Acquisition may be by licensing, rather than outright purchase.

Factors to be considered in evaluating and selecting digitized resources include:

- patron demand, including preferred formats
- available format(s), with a preference for fully online (no local storage) resources

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- value
- accessibility, including digital rights management
- ease of use
- availability of equivalent resources
- accuracy, authority and uniqueness of content
- frequency of updates
- training requirements for any new formats for staff and patrons

#### *NEW FORMS OF MEDIA*

From time to time new forms of media are introduced into the marketplace. New media formats are studied carefully to assess their suitability for public library use, and sufficient time is often needed to properly determine whether they will receive lasting and wide-spread public acceptance before collections of such new forms of media are added to the library. Among the criteria used to evaluate the appropriateness of any new media are:

- Market penetration of the media format compared to existing and competing media formats
- Expense of any required playback equipment
- Complexity of use
- Cost per use
- Copyright and digital rights management licenses

#### *SELF-PUBLISHED WORKS*

The library enthusiastically embraces the reading and written literacy and creative endeavors of its patrons; however, self-published creative works and vanity press publications (i.e., works designed, created, published, and paid for by the creator) are considered for acquisition only if they meet the General Principles For Selection and are favorably reviewed by recognized review sources. To have a self-published work considered for selection, please fill out a Self-Published Works Consideration Form.

#### *LABELING AND RESTRICTED SHELVES*

Library materials are not marked or identified to indicate approval or disapproval of their content or suitability for any specialized audience demographic. Parents and legal guardians are responsible for supervising the reading of their children. Selection of materials for the adult collections will not be restricted by the possibility that children may obtain materials that are considered inappropriate by their parents or guardians. No items are placed on restricted shelves with the intent of limiting access to the contents. Controlled or restricted access to certain items may occur when it is apparent to the Director or Board that such a step is necessary to preserve items from physical damage or theft.

#### *OBJECTIONS TO SELECTED MATERIALS*

Once an item has been selected, it will not be removed from the collections at the request of persons or groups who object to it unless it is in violation of the principles set forth in this policy statement. Patrons who wish to object to materials in the library's collections should discuss their concern with the Library Director. Patrons who wish to have an item reconsidered may do so by completing a Request for Reconsideration of Library Materials form. The library welcomes such interest in its collections and assures patrons that all formal requests for reconsideration will be given serious attention. When completed, Request for Reconsideration of Library Materials forms are referred to the Director, who will review – with the subject area selector – the request and the item in question, and who will respond to the complainant. After receiving the Director's response, the complainant may present the matter to the Library Board of Trustees for further consideration. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

#### *THEFT AND MUTILATION*

The library will make a reasonable attempt to replace stolen or mutilated items which are necessary for maintaining a well-rounded collection. (Please see the section of this policy titled "Borrowing Policies" for more on how the library will attempt to recover delinquent materials.)

### *WEEDING*

A continuous weeding program represents a conscientious effort to keep collections well balanced, up-to-date, and suited to the current needs and interests of the community. Weeding should be thorough and consistent. Materials are weeded when they are no longer in useable physical condition; or when they are no longer used, as indicated by patron demand; or when they are out of date.

### *BOOK SALE*

Pursuant to Iowa State Code 256.51, the Library Board of Trustees of the West Des Moines Public Library designates the West Des Moines Public Library Friends Foundation, a 509(a)(3) supporting organization founded and maintained for the exclusive benefit of the West Des Moines Public Library, as the agency empowered to sell on a consignment basis any and all physical items owned by or donated to the library after such time as library staff, in due keeping with the library's collection development policy, has determined that the items are unneeded, obsolete, worn out, no longer needed or no longer appropriate to the mission of the public library.

Proceeds from the sale of discarded library materials may be remitted directly to the West Des Moines Public Library and may be used by the West Des Moines Public Library for the purchase of books and other library materials or equipment, or for the provision of library services.

The West Des Moines Public Library Friends Foundation may deposit proceeds from the sale of discarded library materials into funds, interest bearing accounts, charity investments or endowments for the purpose of growing the investment to better support the library. Reports on these investments will be made available at regular meetings of the West Des Moines Public Library Friends Foundation or upon request made to officers of same.

### *ITEMS DONATED TO THE LIBRARY*

#### **Adopted by Board Action 9/16/2014**

Donated materials must be in excellent condition and meet specific criteria to be accepted by the library. Potential donations must be delivered to the library Accounts and Checkout desk in a limited quantity as noted below. West Des Moines Public Library reserves the right to check all donations prior to acceptance for compatibility with the existent collection development policy. If accepted, materials may be added to the library's collection, placed on the Friends Foundation Book Sale shelves or offered to other local agencies. The library will not attempt to appraise or assign a valuation to any donated item.

Items unacceptable for donation (subject to staff discretion)

- Encyclopedias and textbooks
- Items containing outdated information
- Items in poor or non-working physical condition, for example: broken spine, moldy, scratched, water damaged, mildewed, missing or yellowed pages, etc.

As it is subject to change over time, refer to the West Des Moines Public Library website for a list of media and material types currently acceptable for donation.

Donations must fit in two standard paper grocery bags (12"x7"x17") or two boxes of the sort in which reams of paper are purchased (11"x18"x7.5").

The library reserves the right to reject any donation outright.