

Carter Lake Public Library

Collection Development Policy

Purpose:

The Carter Lake Public Library (CLPL) Collection Development Policy is a framework for the growth and development of the collection of library materials and resources in support of its mission. CLPL seeks to provide a collection that balances viewpoints across a broad spectrum of subject matter and opinion in formats suitable to a variety of learning and recreational interests.

CLPL adopted the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements and bases its collection development policy on the principles of intellectual freedom and equal access for all. CLPL maintains that only parents and guardians have the right and responsibility to determine their minor children's access to library resources.

Scope of Collection:

Content, materials, and resources are selected to meet the information, cultural, educational, literacy instruction, and recreational interests and needs of patrons. The collection supports the development and sustainability of an engaged community through free access to ideas and information and is intended to reflect the diversity of the local community, as well as global perspectives. The CLPL collection provides access to content through print, multimedia, and electronic formats with a choice of treatment and level of difficulty so that most patron needs can be met within CLPL's current budget and physical space limitations. Frequent changes in electronic and digital resources necessitate staff's continual evaluation of online resources.

Access:

CLPL materials and resources are available to all. CLPL participates in a cooperative interlibrary loan network that encompasses all of the state of Iowa to expand the range of materials and resources available to patrons. Budget and space limitations, as well as local needs, preclude CLPL from duplicating the specialized and comprehensive collections. Anticipated demand, the needs and interests of local patrons, CLPL's physical space limitations, and the available budget inform staff selection decisions, the number of copies purchased, and where materials are located in the CLPL system.

Selection and Maintenance Guidelines:

CLPL's collection is maintained to be vital and dynamic. New resources are continually added to the collection and the collection is systematically reviewed for relevancy and value to the community. See the Collection Management policy for more details on how items are removed from the collection.

Selection:

Responsibility for material and resource selection rests with the library director, who delegates the selection and removal of materials and resources to professional staff members. Staff selectors use their training, knowledge, and expertise along with the following general considerations for selecting materials and resources:

- Current and potential relevance to community needs
- Extent of publicity, critical review, and current or anticipated demand
- Local or global significance of the author, artist, performer, or subject matter
- Relevance to the collection's strengths and weaknesses

- Representation of all reading levels and audiences
- Reputation and/or significance of the author, publisher, producer, artist, or performer
- Suitability of format to library circulation and use
- Availability, cost to purchase and to make ready for use within the scope of the budget
- Digital licensing requirements
- Ease of use
- Speed, flexibility, and layout/appearance of electronic resources
- Availability of full-text articles that can be downloaded, printed and emailed

Community requests and recommendations for the purchase of materials are welcomed and are subject to the same selection criteria as any other item considered for the collection. The addition of any materials or resources to the collection does not represent CLPL's endorsement of any theory, idea, or policy contained therein.

Maintenance:

Decisions concerning the removal of materials and resources from CLPL's collection are made based on patterns of use, the capacity of each location, and the holdings of other libraries available to CLPL patrons. For more information please refer to the Collection Management Policy. Staff members evaluate the collection using the following criteria:

- Physical condition
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local topics
- Availability elsewhere including other libraries and online resources

For more information on the Collection Management process please see the library's Collection Management Policy.

Scope of the Collection:

Not all materials will be selected in all available formats. Library staff will determine the selection of an appropriate format or format based on the collection plan, demand, and budgetary considerations.

Books

A major portion of the Library's collection consists of circulating print books that are placed on open shelves for patron access.

Digital Collection: EBooks and EAudiobooks

The Library offers a collection of digital items that can be accessed or downloaded. Online collections may consist of licensed materials in a variety of formats. Some digital collections may provide access to a wide

range of licensed materials that allow patrons to directly choose material of interest to them without library oversight.

Donated Materials

Donated materials are subject to the selection criteria in this policy and typically are not added to the collection. Donated or gifted items must be in good condition without any signs of damage or mold. They must be current titles that fill a hole within the collection to be added. The CLPL will sell any donated items that aren't added to the collection within the library. The library will set the price for the items and revenues from material sales are used to fund the volunteer services program, special projects, and/or the purchase of library materials and resources. Donated materials that are not considered by CLPL or are suitable for sale are responsibly recycled as a last resort.

Electronic Resources: Databases

The Library purchases, or acts as a gateway to, information resources that require a computer to access.

Resources may be available for staff use, only; or available to the public on-site only; or made available through a combination of on-site and remote access.

Foreign Language Materials

A small foreign language collection consisting of popular titles in a variety of formats exists. The collection will not be comprehensive, or cover all subject areas. English as a Second Language materials are also included in this collection. Staff will actively monitor demographic shifts and regularly evaluate foreign language materials to ensure the collection is responsive to demand.

Large Type

All libraries, except Municipal, have circulating collections of popular fiction and non-fiction in large-type format.

DVDs

The Library offers a collection of DVDs at all locations. Critically acclaimed films and TV series may be purchased as well as educational and instructional programs of interest. Items may have ratings assigned to them by outside agencies and may contain subject matter that may not be suitable for all age groups. The library respects the right of individuals, or parents/guardians of minors, to decide what is suitable for them or their families. DVDs that are rated PG13+ are separated from DVDs deemed Family Friendly. Age restrictions are in place and adolescents are unable to check out PG13+ DVDs on their own until a certain age.

Library of Things

The Library of Things is a collection of non-traditional items that complement the Carter Lake Library's Vision that fosters creativity, innovation, literacy, and lifelong learning for all ages. The purpose of the Library of Things is to provide

diverse opportunities for learning and engagement. The collection includes, but is not limited to: STEM/STEAM Kits, Crafting Kits, Outdoor Games, Sports Equipment, Tools and other Home Materials, Audiovisual Equipment.

Reference Materials

Reference books generally do not circulate because they are needed to provide quality information service to the public at all times.

Local Authors & Self-Published Authors

Titles by local authors that are published by mainstream publishers and are positively reviewed in standard review sources may be considered for purchase. Self-published titles may be donated as gifts to the Library. Library staff will make all decisions as to use, housing, and final disposition of gift materials.

Request for Reconsideration of Library Materials:

An eligible individual has the right to request reconsideration of materials or resources in the collection, programs, exhibitions, and displays by completing and submitting a Request for Reconsideration Form. Please review the Request for Reconsideration Policy for more details.

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