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## **NEWELL PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

This policy will be reviewed for revision every three (3) years in accordance with accreditation standards for public libraries in the State of Iowa.

### **Selection and Collection Philosophy**

The Newell Public Library represents a broad demographic. We provide collections containing a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socioeconomic diversity not only of the region it serves but also the larger global perspective. The library collection will provide a broad range of opinion on current issues.

The library attempts to present a representative selection of materials that present all sides of an issue. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position.

The Newell Public Library supports the Library Bill of Rights, the Freedom to View statement, and the Freedom to Read statement, all of which are included in the policies of this Library.

### **Responsibility for Material Selection**

The responsibility for materials selection and the development of the collection rest with the library director and staff, who work under the authority of and the policies determined by the Board of Trustees.

### **Selection Criteria**

The decision to add an item by purchase will result based on several (not necessarily all) of the following criteria:

- Current and projected future needs and interests of the local community
- Accuracy/ timeliness of information and content
- Noteworthy/Acclaimed material (prizes and awards)

- Popularity/demand/multiple requests
- Contribution to diversity of the library's collections
- Affordability/budgetary availability

### **Gifts**

Gifts are gratefully accepted, with the stipulation that the library shall have complete control over their use. They will be used in the library, or disposed of in any other way that the library and library board deem necessary to best serve the public. The library is under no obligation to replace lost, damaged, or worn gift books or to keep them after they no longer are of value to the library.

In books presented to the library as gifts or memorials, a book plate identifying the donor or the name of the person in whose memory the gift is given, may be placed inside the book.

### **Weeding**

Weeding is an important part of collection development. When materials lose their value for which they are originally selected, they will be weeded so that the collection remains current and useful. The weeding of materials is based on physical condition, accuracy of information, circulation record, and space limitations.

Most periodicals are discarded after three years and newspapers after 6 months, except for the Buena Vista County Journal which is stored until microfilmed. Local history materials will not be discarded unless their physical conditions makes it necessary.

The library staff has the right to dispose of weeded library materials in whatever way is proper and feasible.

### **Reconsideration of Materials**

Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; 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.

Any patron of the Newell Public Library may formally challenge materials purchased by the library on the basis of appropriateness by filling out a Reconsideration Request form. After a formal objection to materials is made, a committee will be appointed by the Library Board to re-evaluate the materials. Action taken by the Board shall be considered final by all parties concerned.