



Collection Development Policy

Purpose of Policy

- To further the stated mission of the library.
- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

Mission Statement

The DeWitt Community Library provides free and equal access to information, supports the pursuit of life-long learning, and stimulates the educational and cultural needs for residents of DeWitt and the surrounding areas.

General Collection Development Principles

The DeWitt Community Library is a public forum; a place where ideas and information are freely communicated, where a broad spectrum of opinion and a variety of viewpoints is presented in its collections, displays, programs and services and where all of these reflect both majority and minority cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

The collection will provide individual access to information and materials in various formats to serve a wide variety of needs. The collection will be organized, marked, and maintained to help people easily locate specific materials or simply browse materials on specific subject, genre, format, or author.

The library supports the Library Bill of Rights, Freedom to Read and Freedom to View statements by the American Library Association. (see Appendix). The library will not exclude any material because of the race, nationality, sexual orientation, or the political or religious views of the author/producer. Additionally, items will not be removed from the collection solely due to controversy of any kind about the author. The library will provide the fullest practicable range of material presenting all points of view concerning the problems and issues of our time, international, national, and local. Materials of sound factual authority will not be proscribed or removed from library shelves because of partisan or doctrinal disapproval. Any labeling, sequestering, or alteration of materials because of controversy surrounding an author or the subject matter will not be sanctioned.

The library does not attempt to assume the rightful role of parents in monitoring controlling of curtailing the reading and viewing of library material of children. Parents should be interested and involved in the reading of their children. Selection of materials for the library collection is not restricted by the

possibility that minors may obtain material their parents consider inappropriate. Children have access to the entire collection.

The Library Board of Trustees recognizes that library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries and electronic and other methods of information access are valid and necessary ways of meeting patron needs.

Responsibility for Collection Development

The responsibility for materials selection and the development of the library collection rests with the Director, who works under the authority of the policies determined by the Board of Trustees. Library staff may be involved in the selection process under the Director's supervision. The library welcomes patron requests. Requests will be subject to guidelines outlined in this policy.

General Guidelines for Selection

These general criteria are taken into account for all materials selected for the library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

1. Popular appeal of current community interest
2. Quality of production
3. Relationship to materials already in the collections
4. Permanent value, such as a classic work in a given area, a basic reference source, a record of times depicted, etc.
5. Intended audience
6. Price, accuracy and timeliness of materials
7. Balance of viewpoints in the collection
8. Available formats
9. Professional judgement

Sites selected from the Internet and linked to the Library's homepage are subjected to the same selection criteria as other materials.

The library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives.

The library collection must be continually evaluated to ensure it meets the needs of the local community. A continuous, thorough withdrawal/de-selection program represents a conscientious effort to keep collections balanced, up-to-date, and suited to the current needs and interests of the community. Guidelines for de-selection ("weeding") are as follows:

- Condition of the material
- Space limitations within the collection
- Usage/popularity
- Availability of newer edition or more relevant item/resource
- Accuracy and relevance

All discarded and donated materials will be saved for the Friends of Frances bi-yearly book sales, unless in poor, unsaleable condition. Proceeds from these book sales go to Friends of Frances, who directly support library activities.

Requests for Reconsideration

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the library's collection will be objectionable to some people in the community. The library, however, in a very real sense belongs to the whole community – the minority as well as the majority. It has a responsibility to serve that community in all its variety. That responsibility includes providing for the needs and interest that may offend a few or even a great many people.

A great effort is made to provide a balanced collection. The library attempts to represent all sides of controversial issues. In no case does the library take an official stand on any public question. The function of the library is to provide information, not to advocate specific points of view.

The library welcomes comments and criticisms of its collections. However, no citizen in a democracy has a right to prevent another from accessing materials or other information resources by destroying or stealing library property or demanding the item's removal from the collection without library board review.

For residents wishing to make a formal complaint about an item in the collection, a display, or library program, the following procedure will be followed:

1. The complaining patron must fill out the Reconsideration of Materials form and return it to the library. This form is available online through the library's website. If you need help locating and printing this form, library staff is able to provide assistance.
2. The Library Director will bring the formal complaint to the Library Board for review. The library director will inform the patron of when the library board will address the complaint at the next public meeting.
3. Using the guidelines for selection outlined in this Material Selection Policy, the Library Board will decide by majority vote using Robert Rules of Order as to the valid objection.
4. The Board will take one of the following actions:
 - Material will maintain current status
 - The location of the material will change
 - The item will be removed from the collection

During and leading up to deliberation, the item in question will remain its current status in the collection. The Library Board will meet and then notify the patron in writing of its findings and the decision in ten (10) business days of their regular meeting. Every effort will be made to evaluate the materials as soon as possible after a complaint is submitted; however, it is understood that complex or lengthy materials may take time.

(See Appendix for Reconsideration of Materials Form)

Provision for Updating the Policy

The library is a growing and dynamic public agency, and the policies and priorities for collection development must be responsive to the changing needs of the patrons. This policy statement will be

reviewed regularly by the Library Board and Director. With the approval of the Library board, this policy statement may be revised as needed.

Final adoption 12/7/93 Revised Mission Statement 12/2/03
Revision adopted 6/4/96 Added Request for Reconsideration 3/7/06
Revision adopted 6/1/99 Revised 8/4/09
Revision adopted 6/4/02 Revised 6/1-/2014(Added section VIII.)
Revisions approved 4/7/2015
Revisions approved 12/10/2018
Logo and library name updated 11/21/2020



Reconsideration of Library Resources

The DeWitt Community Library Board of Trustees has delegated the responsibility for selection and evaluation of library/educational resources and programs to the Library Director and staff, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the DeWitt Community Library, 917 5th Avenue, DeWitt, IA 52742. *Please note that this form will become part of the public record.*

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ email: _____

Do you represent self? Organization? Organization name: _____

Resource on which you are commenting:

Book Video Display Library Program Audio Recording

Newspaper Magazine Library eNewsletter

Electronic Information/Network (please specify): _____

Other: _____

Title: _____

Author/Producer of resource: _____

What brought this resource to your attention: _____

Have you examined the entire resource?: _____

What concerns you about this resource? (Use the other side or additional pages if necessary):

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

Revised by the American Library Association Intellectual Freedom Committee, June 27th, 1995.

Approved by DeWitt Community Library Board of Trustees 12/10/2018

Logo, library name updated 11/21/20