

## **ROBERT W. BARLOW MEMORIAL LIBRARY**

### **Mission**

The Mission of the Robert W. Barlow Memorial Library is to support lifelong learning by anticipating and responding to community needs for information, to encourage a desire to read, and enrich the quality of life.

The library serves as the public information provider for our community, using traditional and innovative technology to encourage curiosity and free inquiry in a friendly environment with a knowledgeable staff.

### **Collection Development Policy**

#### **Introduction**

A collection development policy is a written document which defines the scope and nature of a library's existing collection, and the policies and plans for continuing development of resources as they relate to institutional goals, general selection criteria and intellectual freedom. "Library collection" includes all items acquired for use by the public. Standards of selection are applicable to print, non-print, electronic/digital media.

The objectives of the Robert W. Barlow Memorial Library as factors in selection are as follows:

- To meet the information needs of the community.
- To help people know more about themselves and their world.
- To supplement formal study and encourage informal self-education.
- To stimulate thoughtful participation in the affairs of the community, the country and the world.
- To support educational, civic, cultural and recreational activities within the community.
- To provide entertainment and diversions for the library users.

#### **Principles of selection**

Selection is based on the merits of a work in relation to the needs, interests and demands of the community. The library supports and is supported by the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements which affirm that free and convenient access to ideas, information, and the creative experience is of vital importance to every citizen today. The selection of library materials is predicated on the library patron's right to read and his/her freedom from censorship by others.

Materials are selected by trained staff in an effort to maintain a well balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Requests for materials from library users are given high priority.

#### **General selection criteria**

1. Suitability of physical format for library purposes.
2. Suitability of subject and method of presentation for intended audience.
3. Relationship to existing collection in the same subject field.

4. Relevance to present and projected community needs and demands.
5. Competence and reputation of author and/or publisher.
6. Availability of space and funds.
7. Favorable reviews by professional and other sources

### **Selection of fiction**

The selection of fiction involves choosing from a large variety of types of novels and genres to meet the needs of the community. The library attempts to satisfy a public that varies greatly in education, interests, tastes and reading ability. The basic fiction collection includes classics as well as contemporary novels and short stories. Fiction of substance (classics) will be retained over a long period of time whether or not it is in frequent demand. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Works of fiction including novels widely advertised, best sellers, mysteries, westerns, science fiction, Christian fiction and romances are purchased to meet the needs of our patrons. Multiple copies of heavily requested titles may be provided by donation or grants but generally not through the general fund.

### **Selection of non-fiction**

Works of nonfiction are chosen on the basis of the following criteria:

1. Significance of the topic for the intended audience.
2. Sufficient scope for intended audience.
3. Accuracy and effectiveness in the presentation of the information.
4. Current interest or relevance.
5. Acceptable format for the intended audience.
6. Positive reviews by library sources.

The nonfiction collection emphasizes timely, accurate, and useful informational materials to support individual, business, government, and community interests. It also emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels and in a variety of formats.

Titles with continued value and those of current, accepted authority are part of the library collection. Textbooks are rarely added. As a new field emerges, the library attempts to respond with timely additions.

While most non-fiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain. When choices exist, selection is based on readability, clarity and appeal.

### **The Periodical and Newspaper Collection**

Periodicals are serials that are issued at stated intervals, generally more frequently than annually, and which contain separate articles, stories and other writings. Periodicals are an important source of new ideas and topics before such information is available in book form. In addition they provide recreational, how-to, and consumer information.

Periodicals represent an ongoing commitment in terms of subscription cost, storage and the changing nature of magazine and newspaper publishing. This collection is reviewed annually for additions and deletions. The library works with organizations or individuals who wish to donate magazines to our collection, however, prefers to use one main vendor such as Popular Subscription to streamline ordering and payment processes.

### **Youth Services Collection**

The Youth Services Department provides a collection of books, periodicals and ~~AV~~ Audio/Video that satisfies the informational, recreational and cultural reading needs of children of all ages, and for individuals who are involved with children and children's literature.

The American Library Association "holds that it is the parent, and only the parent, who may restrict his/her children, and only his/her children, from access to library materials and services. The parent who would rather his/her child did not have access to certain materials should so advise the child." [Iowa Library Association – Iowa Education Media Association, Handbook for Intellectual Freedom, FREE ACCESS TO LIBRARIES FOR MINORS, p. 18]. The Robert W. Barlow Memorial Library supports this policy which is in accord with Article V of the Library Bill of Rights, which states that, "The rights of an individual to the use of a library should not be denied or abridged because of his age ..."

Materials are selected by youth services librarian through the careful and regular examination of various professional reviewing publications. In addition, continuous re-evaluation of the existing collection is systematically performed in order to maintain the effectiveness and quality of resources.

The quality of books is a priority. However, general demand is also considered an important factor in selecting materials. In selecting children's fiction, the appropriateness of the theme, the quality of the writing, and the literary style of the work are the first considerations. Popular genres such as mystery, science fiction, and realistic contemporary novels are frequently selected to provide an ample supply for readers. The increase in popularity of paperback series' has necessitated an increase in the number of paperbacks that are being added to the youth collection. We are also increasing materials for our patrons with infants and toddlers. Often these books are Board Books, but other formats are added to fit this growing demand.

In children's non-fiction, accuracy and objectivity in the treatment of the subject matter, level of complexity for the intended audience, popularity and the degree of availability of the subject matter in the existing collection, are primary considerations in selection.

In the area of picture books, the appropriateness of subject matter for young readers, the quality of writing and the excellence of the illustrations and the quality of the binding are taken into consideration in book selection.

The Youth Services Department also provides reading materials for new readers. A variety of reading levels from the very first reading level, make this section popular with parents, teachers and caregivers who wish to work with their children as they learn to read.

### **Young Adult Collection**

A young adult browsing collection will be maintained for young people from sixth through twelfth grades. The non-fiction collection for young adults is shelved with the adult non-fiction and is designated as YA in the call number. New young adult materials (fiction and nonfiction) will be displayed in the Young Adult section with appropriate signage for at least six months.

### **Audio and Video Collections**

The library's audio collection includes music recordings and audio books on compact discs. The library has a limited amount of music recordings on compact discs. The library will not purchase any new music recordings, but will keep the current titles if circulation numbers dictate keeping them in the collection.

Audio Books are selected to parallel most areas of the general collection. Efforts are made to select on a variety of topics and to appeal to a range of interests. Selection is based on artistic and technical quality of the work as well as the value of the content for fulfilling the informational and recreational needs of our patrons. Audio books will be purchased in the unabridged format.

Videos are selected in DVD format. The library purchases videos of popular interest and family movies. Videos will be purchased from all rating and genre categories. Video materials for adults, children and families will be selected for cultural, educational and recreational experiences. The film, video, and other audiovisual materials strive to represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content. The Motion Picture Association of America (MPAA) ratings for videos are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection. The Robert W. Barlow Public Library cannot deny anyone the right to use sources it offers.

### **Electronic or Digital Content**

The library staff recognizes the changing nature of the Internet and provides access to Internet resources within this understanding. The library staff selects electronic resources, some of which may change in format or content after selection.

When selection involves the provision of access to a remote resource, such as an Internet-accessible database or internet site, it is possible that the content of said resource may not conform to the Library's selection criteria at any given time. Library staff will review the content of such resources on a regular basis to assess their value in terms of interest,

information and enlightenment of all people of the community. The library will seek to have access to internet based databases, such as the currently available sites of Gale, Credo and Transparent Language, as funds and availability allow.

The library will add digital content, downloadable to patron (or library) devices when possible. Currently the Bridges/Overdrive collection includes audiobooks and EBooks in digital content that is available to library card-holders to download to their various devices.

### **Responsibility for Selection**

The implementation of material selection is a matter of professional staff responsibility as assigned by the Director and carried out under their supervision and direction.

In selection of materials for acquisition, the staff shall not be subjected to nor respond to influences of censorship or impulsion from any sources, official or private. The staff, in acquiring materials, bears the responsibility for achieving the fundamental goals and objectives of the Library and in maintaining a reasonable perspective among these goals and objectives.

Materials shall not be systematically excluded from, or included in, the library's collection in the advocacy of any point of view or persuasion. Acquisition, as used in this statement of policy, includes with its jurisdiction, materials which are offered to the library as gifts, as well as those which are designated for purchase.

### **Maintaining the Collection**

Systematic withdrawal of materials no longer useful is necessary in order to maintain an active, accurate and relevant collection. In compliance with standards set for library collections by the State Library of Iowa, a minimum of 3% up to 6% of the total collection will be withdrawn annually.

Library materials are discarded for one or more of the following reasons:

- Poor physical condition
- Superfluous because of duplicate titles or because demand no longer exists.
- Obsolete, superseded edition, no longer accurate.
- Poor or no circulation statistics w/in the last 5 years

While the library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection will also apply to replacements. The need for replacement is based on the following:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

If suitable, discarded materials will be sold throughout the year on the Sale Cart in the library.

**Patron Input.**

Patrons may recommend materials for purchase or may question materials in the collection. The “Request for Purchase” and “Request for Reconsideration” forms are available from library staff (forms included).

Criticism of the library holdings may be registered and presented on a “Request of Reconsideration” form and signed by the individual challenging the item. The item will be reviewed by the Director, who will refer to the selection criteria for the item and respond to the challenger appropriately. If the challenger wishes to pursue the issue they may schedule an appointment with a representative of the Library Board. If the matter is not resolved by the board representative, it will be referred to the full Board whose decision will be final.

Revised and approved by library board: 12/2007, 1/2012. 2/2015, 10/2017