

## **601 Collection Development Policy**

See related policies: Circulation and Library Card Policy (801), Confidentiality and Privacy (802), and Internet Use (815)

### **601.1 Introduction**

601.11 The Iowa City Public Library is committed to providing the best collection to support the community's information and leisure needs. The purpose of this policy is to guide librarians selecting materials and to inform the public about the principles guiding collection development decisions.

601.12 Collection development is the ongoing process of assessing materials available for purchase or licensing, and making decisions on their inclusion and on their retention. It also includes creation of and access to original content.

601.13 Under the direction of the Collection Services Coordinator, responsibility for collection development lies with librarians who apply professional knowledge, experience, and this policy in making decisions as well as the catalogers who determine where an item is placed within the collection. Selectors maintain a collection plan for developing and maintaining the Library's collection. Ultimate responsibility for collection development lies with the Director.

### **601.2 Guidelines**

601.21 Materials selected for the collection will meet current and long-term needs of Iowa City residents of all ages and abilities for information, education, culture, and recreation. The Library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty. Other considerations include cost, space limitations, availability from approved vendors, current holdings, and demand.

601.22 Generally, collections are broad, current and popular, not archival or comprehensive.

601.23 Collection development will support priorities of the Library's strategic plan.

601.24 The Library subscribes to the principles embodied in the Library Bill of Rights and its interpretations, Freedom to Read, and Freedom to View statements adopted by the American Library Association.

601.25 Including materials in the collection does not constitute endorsement of their contents by the Library. The Library recognizes that any given item may offend some patrons, but, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

601.26 The Library welcomes suggestions and comments from the public. User suggestions for purchase will be evaluated in accordance with this policy and the collection development plans.

601.27 The Library takes the privacy policies of vendors into consideration when purchasing and licensing digital content.

### **601.3 Access to Materials**

601.31 Library materials are categorized and labeled for the convenience of browsing and the ease of locating items. Materials are not isolated from the public except for the purpose of protecting them from damage or theft. Some in-house collections are purchased for the purpose of staff professional development or programming support.

601.32 Access to Library materials will not be restricted based on age except in the case of select circulating equipment, which may require parent/guardian permission for checkout to patrons under the age of 18 due to high replacement costs. Access to specific collections may be restricted for the Student AIM cards based on the Memorandum of Agreement with the participating school districts and public libraries.

601.33 Specialized resources available in other local libraries will not be needlessly duplicated. The library adds curricular materials only when these also serve the general public, or meet specific needs for contracted services.

601.34 The Library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, reciprocal borrowing agreements, and access to Internet resources.

601.35 Small outreach collections may be placed in agencies and institutions serving populations with limited Library access.

601.36 Materials selected for the collection may be owned by the Iowa City Public Library or leased through a vendor. If mutually beneficial, the Library may partner with other libraries to offer joint access to digital collections.

601.37 Remote electronic access to digital resources may be limited by licensing constraints.

#### **601.4 Collection Maintenance**

601.41 To ensure that the Library's collection is up-to-date and relevant to the community's needs, the need for materials previously added to the collection is reevaluated on a regular basis.

601.42 Materials will be withdrawn if they are out-of-date, worn, damaged, duplicated, or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials may be retained. Withdrawn materials may be placed in outreach collections, offered to other libraries, offered to the Friends Foundation for sale, recycled, or discarded.

#### **601.5 Gifts**

601.51 The Friends Foundation manages all gifts for the collection, both monetary and in kind, for the Iowa City Public Library. Gifts are accepted for the collection with the understanding that the same guidelines of selection and retention are applied to gifts as to any materials acquired by purchase.

601.52 Although gifts are not accepted with stipulations, Library staff will consider the interests of the donors in determining how to use monetary gifts.

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