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COLLECTION DEVELOPMENT POLICY

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I. PURPOSE

Carnegie-Stout Public Library is committed to providing balanced, inclusive, and diverse library collections to support the community's wide range of information and leisure needs. The purpose of the Collection Development Policy is to guide librarians in selecting such materials, and to inform the public about the principles guiding these collection development decisions.

II. DEFINITIONS

“Collection development” is the ongoing process of assessing materials available for purchase or licensing by the library, and for making decisions on their addition and retention in the collections.

III. THE LIBRARY BILL OF RIGHTS AND INTELLECTUAL FREEDOM

The library subscribes to the principles embodied in the Library Bill of Rights and its interpretations at www.ala.org as adopted by the American Library Association.

Some material is controversial; any given item may offend someone. However, material selection is not based on anticipated approval or disapproval, but on the merits of the material in relation to the needs and interests of all community members, and to the balance of the library's collections.

The library will not restrict access to materials, except for the express purpose of protecting material from mutilation or theft. Parents or guardians are solely responsible for the reading, viewing, and listening of library materials by their children. Materials throughout the collection are differentiated between children, young adult, and adult locations based on reading level, language comprehension, and intended audience.

IV. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The library director is ultimately responsible for collection development. Under supervision of the library director, department managers will develop and maintain collection development procedures, and librarian selectors will use those procedures, along with their professional knowledge and experience, to make collection development decisions.

V. GENERAL SELECTION CRITERIA AND CONSIDERATIONS

Materials selected for the collection will support the library's mission and meet the current and long-term needs of all Dubuque residents. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty. The collections will be balanced, inclusive, and diverse, and will provide people all ages, abilities, and backgrounds with information, education, culture, and recreation.

Generally, collections are broad, current and popular, and not archival or comprehensive. Considerations for selection include cost, space limitations, availability from approved vendors, current holdings, and demand.

Third party sources, including but not limited to professional reviewing sources, publisher's catalogs, online databases, and other media sources, may be relied upon when assessing materials for selection and retention.

The library builds its collection to serve all segments of the community, including students. However, material selection will not be based on the curriculum needs of any educational institution, organization or group. Textbooks, curriculum material, and highly technical scholarly material are generally not included in the collection.

The library collects materials in a variety of formats including print, audiovisual, and digital. Formats rendered obsolete due to the prevalence of a new format will not be added to the collection. The library will continue to expand new technologies as driven by demand from its community.

SELECTION CRITERIA

All materials, whether purchased or donated, are considered in terms of the criteria listed below. Materials are evaluated according to one or more of the following standards. The following is a non-exclusive list of factors the library considers in selecting materials:

- Interest and relevance to our community
- Purpose or intent of an item
- Readability, viewability, usability, size
- Prominence, reputation, qualifications of author, director, illustrator, actor, publisher
- Extent of publicity
- Price, availability, publication date or copyright
- Variety of formats
- Patron requests for purchase are considered, but not all are purchased
- Inclusion in list of recommended titles, standard bibliographies and/award winners
- Budgetary and space considerations
- Professional reviews
- Consideration of other sources such as interlibrary loan
- Preference is given to the purchase of new titles, titles in high demand, popular series, classics and award winners
- eBook/audiobook collections focus on adult bestsellers, popular fiction, and items of interest to teens, children, and families. There will be duplication of items found in our print collections. Nonfiction items are less

of a focus, but will be purchased based on popularity, patron request and reviews.

- CSPL generally does not purchase self-published materials unless reviewed well in established publications or websites or some other reason that deems it necessary for the community
- CSPL generally does not replace elementary, high school or college libraries, and therefore will not provide curriculum material or textbooks. It may attain general items that could be supplemental to learning in those institutions.

Guidelines for the evaluation of E-content/online resources also include:

- Comparison of content
- Cost
- Customer assistance requirements
- Ease of access, scalability & sustainability
- Hardware requirements
- Licensing requirement
- Networking capabilities
- Staff training requirements
- Compliance with industry standards

Local Authors

Every attempt is made to acquire titles by local authors that are published by mainstream publishers. Titles that are self-published are not added to the regular collection unless there is a compelling reason to do so; i.e. valuable local content or high local interest. Print on demand titles that are self-published, even though available via mainstream distributors, will not be added unless they meet the library's collection criteria.

Format

Materials will be purchased in a variety of formats for Library patron use. New formats are considered, and collections may be established, based on demand or when a significant portion of the community has access to the necessary technology to make use of the format. Formats may be removed from the collection as they move towards obsolescence or limited use.

Whenever possible, the Library will provide access to information in an electronic format to meet the needs of the community. Some material (e.g. government documents) may only be available in an electronic format.

The Library may not have the ability to select individual titles that are included as part of a larger subscription to a digital resource. Each digital resource also

has their own privacy policies for patrons who want to understand the detailed terms of accessing the service or resource.

The Library will not be held responsible for terms of use policies set by the vendor(s). Digital materials may be provided through content aggregators (databases). i.e. TumbleBooks or Hoopla. The inclusion or exclusion of specific titles within these collections may be made by the vendors, so long as those collections as a whole meet the needs of the Dubuque community according to this policy.

Special Collections

The Library of Things is a collection of non-traditional items that complement the Library's mission and provide diverse opportunities for learning and engagement. To further this goal, the Library of Things may include:

- Musical instruments
- Recreation, hobby, and crafting equipment
- Science and technology equipment
- Audiovisual equipment and assistive devices

The Library of Things is not intended to be comprehensive and the Library is limited by a finite amount of storage space for these items. The Library of Things will follow the same selection and collection maintenance policies and procedures as other collections.

VI. SUGGESTIONS FOR PURCHASE

The library welcomes input from the community in developing the collection. Each request is reviewed for inclusion in the collection using the aforementioned selection criteria and is limited to three (3) per month. Suggestions for items not yet published within two months will not be considered. Generally, if an item is more than three years old it will not be purchased. The library cannot guarantee that the requester will be first on the hold list for a purchase request

VII. GIFTS/DONATIONS

The Library accepts gifts of materials from patrons if the material fits within the scope of the Materials Selection Policy. The library will not accept materials which are not outright gifts. The library reserves the right to dispose of gift materials (see Discarding Materials below) as its needs dictate. All materials approved for addition will be integrated into the existing library collection. The library cannot provide donors with an estimate of the gift's value for tax purposes.

VIII. DISCARDING MATERIALS

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

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 items may be sold to the Friends of the Library for public sale, sold online, returned to the community for use, or transferred to a company that deals with the resale of books to raise funds.

IX. REVIEW OF LIBRARY RESOURCES

Any materials selected under this policy are considered to be protected by the First Amendment of the United States of America. When a patron questions the inclusions of materials, display of materials, or library programming, the patron should be referred to a Service Manager or Library Director.

A patron who objects to specific books or other library materials, displays, or library programming is requested to complete the included form, Statement of Concern About Library Resources, which describes the library's process of handling objections.

The appropriate Service Manager will review with the Library Director and prepare a response to the complaint or objection, and notify the patron of the response within 14 days of the request.

If unsatisfied with the initial response, the patron may appeal to the Library Board of Trustees within 30 days of the date on the response. The Library Board of Trustees and Library Director shall review the pertinent material and notify the patron about their decision within 30 days of receiving the appeal.

If the Board of Trustees, at its sole discretion, feels it necessary, it may appoint a Review Committee to review the patron complaint or objection. The committee may include professional librarians and specialists in the subject matter of the material. The Review Committee will provide a written opinion to the Board on whether the contested material is within the scope of the Board's Materials Selection Policy.

The Library Board of Trustees may also conduct a public hearing on the issue and shall make the decision about the disposition of the concern in question at a public meeting of the Board.

Adopted by the Library Board of Trustees
Adopted November 8, 1973
Revised 1981, 1985, 1986, 1997,
and May 23, 2019
Revised February 23, 2023

By, *Pamela A. Mullin*
Pam Mullin, President
Library Board of Trustees
Carnegie-Stout Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Carnegie-Stout Public Library |360 W 11th ST |Dubuque, IA 52002

This form must be submitted to the Department Manager or to the Library Director. The material will be reviewed by the appropriate Department Manager and Library Director who will respond in writing within 14 days of receipt by the library to the person submitting the statement of concern. If unsatisfied with the initial response, the patron may appeal to the Library Board of Trustees within 30 days of the date on the response. The Library Board of Trustees and Library Director shall review the pertinent material and notify the patron about their decision within 30 days of receiving the appeal.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

1. Resource on which you are commenting:

Title: _____

Author/Producer: _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.)

Comment:

Optional:

4. What resource(s) do you suggest to provide additional information on this topic?