

601. Collection Development Policy

See related policies: Circulation and Library Card Policy (801) and Internet Use (815)

601.1 Introduction

601.11 This policy exists to guide librarians selecting materials and to inform the public about the principles guiding collection development decisions. 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.

601.12 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, within the limits of cost and space and considering 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. 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 collection development plans.

601.3 Access to Materials

601.31 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.

601.32 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.

601.33 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.

601.34 Small outreach collections are donated to agencies and institutions serving populations with limited Library access.

601.35 Materials selected for the collection may be physically owned by the Iowa City Public Library or may be accessed through the library's or a vendor's web site. If mutually beneficial, the Library may partner with other libraries to offer joint access to digital collections.

601.36 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 usefulness of materials previously added to the collection is reevaluated on a regular basis.

601.42 Materials will be withdrawn if they are out-of-date, badly worn, damaged, 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 donated to outreach collections, other libraries, sold at a public sale, recycled, or discarded.

601.5 Gifts

601.51 The Library accepts gifts of materials with the understanding that the same guidelines of selection are applied to gifts as to materials acquired by purchase.

601.52 Gift items not used for the collection will be donated to outreach collections or the Friends Foundation, recycled, or discarded.

601.53 Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

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