

Collection Development Policy

BETTENDORF PUBLIC LIBRARY

Purpose of Policy

Bettendorf Public Library seeks to provide a diverse and balanced collection of library materials supporting a wide variety of viewpoints in a neutral, unbiased manner. While endorsing no particular view, the collection supports the residents of the City of Bettendorf in their pursuit of education, information, entertainment, creativity and leisure. Materials are selected according to the guidelines of this *Collection Development Policy*. This policy, as administered by the Library Director and approved by the Library Board of Trustees, will be reviewed for revision every three (3) years in accordance with accreditation standards for public libraries in the State of Iowa (*In Service to Iowa: Public Library Standards*, 2021).

Library Mission Statement

"The Bettendorf Public Library Information Center is committed to providing access to information and ideas for all."

Library Vision Statement

"The Bettendorf Public Library Information Center will be a recognized free community resource, serving as a gateway to life-long learning which offers a diverse spectrum of innovative services, materials and programming in support of:

- *the pursuit of knowledge and information;*
- *the joy of reading and importance of literacy;*

- *social, educational, and cultural activities experienced within inviting gathering spaces;*
- *active engagement and collaboration with the City."*

Accessibility and Intellectual Freedom

Bettendorf Public Library's collections of materials are not limited to the viewpoints of any one individual, agency or government. Materials are labeled only by classification or as a directional aid, and children, young adult, and adult collections are differentiated based on reading level, language comprehension, and audience. These collections are housed in designated areas to aid discovery and are available for check-out to all cardholders.

Each individual is free to accept or reject materials on an individual basis, regardless of age. No one, including library staff, may restrict or abridge the rights of others to access, read, hear, or view library materials obtained in accordance with this policy. All areas of the collection are accessible to all patrons, regardless of age. Determining the appropriateness of materials for minors is the sole responsibility of their parent or guardian.

The Bettendorf Public Library's Board of Trustees endorses the American Library Association's statements and interpretations of: [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#). Materials selected in accordance with the library's Collection Development Policy are considered protected under the First Amendment of the U.S. Constitution.

Scope of Collection

The library provides a collection of information resources in various genres and formats, reflecting a wide variety of viewpoints and reading levels. Library materials (new and used) may be purchased from library suppliers, retail outlets, subscription agencies, online providers and independent sales, etc. The collection is not archival in focus, nor is it designed for formal educational support.



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The Bettendorf Public Library's collection includes physical items in various formats, as well as digital media and electronic resources. It is curated to support the cultural, informational, educational and recreational needs of Bettendorf residents in accordance with patron demand. The collection is not archival in focus, nor is it designed for formal educational support. At this time, the library does not collect or retain:

- Textbooks
- Abridged print materials
- VHS, Cassettes or Vinyl recordings
- Personal or family histories
- Personal or historical collections or artifacts
- Periodical/Magazine archives
- Specialized Genealogy materials
- Artwork

Selection and Maintenance

Responsibility for Collection Selection and Maintenance

Per City Ordinance, responsibility for the selection of library materials and maintenance of the library collection rests with the Library Director. Collection development and maintenance is directly overseen by division management staff, as authorized by the Library Director. Materials selection and collection maintenance is assigned to qualified library staff by division management.

Suggestion for Purchase

Library patrons may request/recommend materials for purchase. Suggestions for material purchases submitted by Bettendorf residents will be evaluated by the Library Director, and/or designee, according to the Library's Collection Development Policy. The *Suggestion for Purchase* form is available online via the Library's website, the Library's public service desks, or via email or phone.

Selection Criteria

Items identified for purchase or retention will meet several (not necessarily all) of the following general criteria:

- Current and projected future needs and interests of the local community
- Current strategic plan service responses and goals
- Suitability/support of library's mission and goals
- Accuracy/timeliness of information and content
- Authors, artists or publisher's qualifications and/or reputation
- Evaluations in professional review media
- Contribution to diversity of the library's collections
- Inclusion of item title in standard bibliographies or indexes
- Noteworthy/acclaimed material (prizes and awards)
- Popularity/demand/ multiple requests- consideration for purchase
- Quality and/or sustainability of format
- Affordability/budgetary availability

The Inclusion of AI-Generated or AI-Assisted Materials

Artificial Intelligence (AI) is a rapidly emerging technology that may be used by some publishing, film, and music industries to enhance or create content. AI-generated or AI-assisted materials that meet the above-listed criteria will not be excluded from the collection solely for having been created with AI. In the interest of transparency, reasonable effort will be made to include a cataloging note to identify materials created with AI technology.

Independently Published Material

The Bettendorf Public Library is often asked to include items that are written and/or published independently. This can include materials that are self-published or items published through a vanity press company. The Bettendorf Public Library prioritizes materials with local or regional connections, as well as collection relevance that will

appeal to a wide audience. A positive review in one or more library review journals (ex: Library Journal, Kirkus, Publisher's Weekly) or sources that specialize in independently published materials (ex: Foreword, Small Press Review, Independent Publisher) is particularly helpful to the BPL selection staff.

Information regarding the material should be sent to the Bettendorf Public Library's Collections Services division. The following information should be included:

- A brief summary of the material
- Link(s) or reference to any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- Optional: OCLC World Cat Record (if known)
- AI self-disclosure

Evaluation and De-selection (Withdrawal of Materials)

The library collection must be continually evaluated to ensure it meets the needs of the local community. An attractive and useful collection will be maintained through systematic *de-selection* (withdrawal) and replacement of materials, as part of an ongoing process of collection analysis. The process of de-selection withdrawal ("weeding") is facilitated by qualified staff, under the direction of library management staff and applies to the full collection (digital media, electronic resources, non-traditional collections, etc). Library materials are periodically evaluated and may be repaired, withdrawn, or replaced according to the following criteria:

- Relevance to local need, merit, factual accuracy, or obsolescence
- Rate of Collection Usage- Circulations, requests and reserves

- Availability of similar/duplicate materials within the local collection, or another library through resource sharing
- Affordability
- Availability in a newer edition or better title on subject
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space

Items withdrawn from the collection may be sold, discarded or donated by authority of the Library Director, or his/her designee (management). The library will not withdraw an item simply because a patron objects to its content or wishes to purchase it.

Resource Sharing

Various factors, including shelf space and budget, may limit the comprehensive collection of materials in some subject areas. To obtain materials not owned or beyond the scope of the library's collection guidelines, patrons in good standing may borrow materials from other libraries through system holds and interlibrary loan. Bettendorf Public Library contracts full membership with the RiverShare Libraries Consortium, SILO (State of Iowa Libraries Online), Mobius Inn-Reach, and OCLC (World Cat).

Library materials may be borrowed and lent through interlibrary loan and system holds between RiverShare, and SILO, member libraries, at no cost. Postage charges may apply for items transited via U.S. Mail (OCLC-World Cat).

Donated and Gifted Materials

Donations of materials are accepted by the Friends of the Bettendorf Public Library in respect to condition (new or like new), usability, suitability and available storage

space. Donated materials may or may not be added to the collection and are subject to all library collection guidelines as stated in this policy. The library reserves the right to refuse any donation of materials. Donations not added to the collection, or withdrawn from the collection, may be placed in resale, donated or discarded at the discretion of the Library Director, or their designee. For tax purposes, donors will be provided with a receipt upon request for the *number of items* donated, only. Donors are responsible for determining the fair market value of the gift/donation. The library does not appraise donations. Please see *Gift and Donor Policy* for details.

Statement of Concern

The mission of the Bettendorf Public Library is a commitment to “providing access to information and ideas for all.” The presence of a resource does not indicate an endorsement of its contents by the Bettendorf Library Board of Trustees, library personnel, or funding agencies. While individuals are free to reject for themselves what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Bettendorf Public Library Director and the Board of Trustees are aware that some Bettendorf residents may take issue with the inclusion of specific items, programs, or practices, and they are welcome to express their concerns with library leadership and BPL’s governing body. The process for formally expressing concerns over library resources, activities, etc. are outlined in **Appendix B** of this policy.

Meeting Rooms, Bulletin Boards and Display Cases

Concerns related to displays of materials within the library’s meeting rooms, reading areas, bulletin boards and display cases will be assessed according to this policy. See **Appendix B** for more information on the process for expressing concern over library resources.

Policy Revision

To support the changing needs of the community, this policy will be reviewed annually and revised no less than once every three (3) years pursuant to



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accreditation requirements as defined by *In Service to Iowa: Public Library Standards* (Section 1.6).

Appendix-A

Bettendorf Public Library Statement of Concern Form

The mission of the Bettendorf Public Library is “providing access to information and ideas for all.” The presence of a resource does not indicate an endorsement of its contents by the Bettendorf Library Board of Trustees, library personnel, or funding agencies. While individuals are free to reject for themselves what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Bettendorf Public Library Director and the Board of Trustees are aware that some Bettendorf residents may take issue with the inclusion of specific items, programs, or practices, and they are welcome to express their concerns with library leadership and BPL’s governing body.

As a Bettendorf resident, if you wish to express concern over library resources, please return the completed form in its entirety to the Library Director of the Bettendorf Public Library Information Center, 2950 Learning Campus Drive, Bettendorf, Iowa 52722.

[Please note that this form may become part of the public record.]

Name: _____ Date: _____

Address: _____ Bettendorf, Iowa 52722

Phone: _____

Email: _____

Do you represent self? _____ Organization? _____

If applicable, name of organization: _____

Resource on which you are commenting:

_____ Book _____ Textbook _____ Video _____ Display _____ Magazine

_____ Library Program _____ Audio Recording _____ Newspaper

_____ Electronic Information/Network (please specify): _____



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Other _____

Title _____

Author/Producer of the resource _____

What brought this resource to your attention?

Have you examined the entire source?

What concerns you about the resource? (Use 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 27, 1995. Approved by Library Board of Trustees 11/14/14, 8/10/17, 9/12/19, 10/15/26

Appendix-B

Bettendorf Public Library Statement of Concern: Procedure

While any customer is free to express their concerns over library materials, programs, or displays, only individuals or groups that reside in the City of Bettendorf may request a formal review. The following procedure outlines the process for a resident to express their concerns, and the Bettendorf Library's response:

- a) The Bettendorf Public Library staff will listen to the concern and provide contact information of the appropriate library staff member.
- b) Library Staff will listen and discuss the concern with the individual or group. After discussion with library staff, the individual/ group seeking further action will complete a "Statement of Concern Form" (Appendix A), which will be submitted to the Library Director. This form stays on file with the Library Director and may be subject to public record.
- c) The Library Director will examine the resource, as well as critical reviews, and may confer with the library staff selector/programmer for additional information, if necessary. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. Library resource(s) under review will remain accessible to library users until a determination is made.
- d) The Library Director will respond in writing to the patron initiating the concern, outlining the above procedures and announcing the disposition of the resource in question. Included in the response will be copies of the corresponding library policy (Collection Development, Programming, Public Posting and Display Spaces, etc.), as well as ALA's Library Bill of Rights and ALA's Freedom to Read and/or Freedom to View statement(s). The letter may include an invitation to the library to discuss the matter with the Library Director.
- e) If unsatisfied with the Director's decision, an individual or group seeking further action will have its "Statement of Concern" form reviewed at an upcoming regular Board of Trustees meeting. All Library Board meetings are conducted

in open session, as required by law, and the Statement of Concern form will be part of the public record in its entirety.

- a. Members of the public attending Library Board of Trustee meetings must adhere to the public meeting guidelines and rules as outlined by the Bettendorf Library and City of Bettendorf administration. Repeated disruptions or refusal to comply with said guidelines may result in removal from the meeting space. At the meeting, the Library Director may present a response.
- f) The Library Board of Trustees have the final authority on any potential action and may respond to the individual or group. Once an item has been formally considered by the Library Board of Trustees, they will not revisit additional reconsideration requests on the same materials/resources again for a three (3) year period (based on the typical de-selection timeline for library materials).



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Approved by the Bettendorf Public Library Board of Trustees

December 8, 1994

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Revised–April 2003

Revised–April 2006

Revised–April 2013

Revised–December 2015

Amended–August 2017

Revised–September 12, 2019

Revised–November 10, 2022

Revised–October 2026