



Collection Development Policy

I. General Criteria

Responsibility for collection development lies with librarians who apply professional knowledge, experience, and this policy in making decisions. Ultimate responsibility for collection development lies with the Director. Materials for the library collection are chosen to serve the informational, educational, and recreational needs of library users of all ages. 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. Generally, collections are broad, current, and popular and are not archival or comprehensive. 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.

II. Intellectual Freedom

The Hiawatha Public Library endorses the LIBRARY BILL OF RIGHTS, the STATEMENT ON LABELING, the LABELS AND RATING SYSTEMS, the FREEDOM TO READ STATEMENT and the FREEDOM TO VIEW STATEMENT of the American Library Association, which are intended to be part of this policy statement.

III. Selection of Materials

- A. Responsibility for materials selection and all library activities rests with the library director who works under the authority and policies of the library board.
- B. Collections are broad, current, and popular, not archival or comprehensive.

- C. Community need: an attempt is made to acquire materials in high demand within the limits of space and finances. We believe that the library patron is an important part of the selection process. An individual request from a patron for a title is usually honored if the request conforms to the guidelines outlined in this policy statement. The library has opportunities for patrons to suggest collection items through our website, via email, and in person at library locations. Patrons may make five purchase requests per month.
- D. The library strives to present materials representing multiple sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its materials selection on the basis of race, creed, gender identity, sexual orientation, occupation, or financial position.
- E. Collection need: Areas of the collection will be updated and expanded in response to the needs of the community. The library adds curricular materials only when these materials serve the general public.
- F. The library collection will include books, Book Club kits, DVDs, sound recordings, magazines, newspapers, STEM kits, preloaded tablets, and WiFi hotspots. In addition, the library collection includes downloadable audiobooks, ebooks, music, and magazines. The library maintains links to online resources determined to be useful for informational, educational, and recreational needs.
- G. 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.

IV. Collection Maintenance

Weeding of the collection is an ongoing process directly related to collection development. 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. Items that are outdated, damaged, duplicated, or not being used will be considered for removal. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Withdrawn materials may be donated to the Friends of the Library, other area libraries, or non-profit organizations. If not donated, the items are recycled or discarded.

V. Donations

Donations of materials are encouraged with the understanding that the donation will be added to the collection following the same criteria as purchased items. Special interest materials will be added when space permits. Donated materials that are not added to the collection become the property of Friends of Hiawatha Public Library.

VI. Availability of Materials

Minors are not restricted in the use of the library. Responsibility for the reading, viewing, and listening habits of minors rests with parents and caregivers. Selection of materials is not restricted by the possibility that minors might obtain materials their parents consider inappropriate. The library does not discriminate on the basis of age in the use of its resources.

VII. Reconsideration of Materials

The library recognizes that individuals may question library materials that do not support their tastes and views. Library staff are available to discuss concerns and identify options and alternate materials. If concerns are not satisfied through a discussion with staff, patrons may request a formal reconsideration of library materials. Requests for reconsideration are first handled by the library's Circulation Manager or the Youth Services Librarian, then the Library Director, and ultimately, the library's Board of Trustees.

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