

Collection Development Policy

LeClaire Community Library

Statement of Purpose

LeClaire Community 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 LeClaire & Scott County (IA) in their pursuit of education, information, entertainment, creativity and leisure. Materials are chosen according to the guidelines of this Collection Development Policy. This policy, 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*, 2016)

Policy Objectives

- Support the Mission and Service Goals of LeClaire Community Library.
- Educate and inform library staff in the selection, evaluation and maintenance of materials.
- Protect the integrity and continuity of the collection & online catalog of item records. Inform the public of the methods of material selection and collection management, reflecting library policy, industry standards, and accreditation requirements set forth by the State Library of Iowa.

Library Mission Statement

“The Mission of the LeClaire Community Library is to enhance the intellectual, social, and cultural strength of our community.”

Library Primary Service Responses (Long Range Plan, 2018):

1. Create Young Readers
2. Connect to the Online World
3. Stimulate Imagination/Express Creativity

Community Profile- LeClaire, IA (Scott County)

LeClaire, Iowa is located in Scott County in eastern Iowa. The population according to the 2016 American Community Survey estimate is 3,969. LeClaire’s population is 49.8% male and 50.2% female. The average resident age is 40.03 years.

Age groups- in descending order of population percentage:

1. 45-64 yrs. account for 30.5% of population
2. 25-44 yrs. account for 27.5% of population
3. 14 yrs. or younger account for 22.6% of population
4. 64 yrs. and older account for 11.2% of the population
5. 15-24 yrs. account for 8.2% of population

Employment- LeClaire residents are employed primarily in the manufacturing and retail trades.

Education (for population 25 years and older)

- Residents with a HS Diploma- 97.3%
- Residents with a Graduate or professional degree- 40.3%

Description of Library & Overview of Collection

In 2004, the LeClaire Community Library was established as a city library through an endowment, matched by local & private contributions. Currently, the library is a full member of the RiverShare Libraries Consortium (regional) & Southeastern Iowa Library Service Area, SILO (State of Iowa Libraries Online) and complies with all associated system and state library policies. At the end of FY17-18, the library's collection held 36,104 items (physical & downloadable).

In accordance with the Library's Mission Statement and most recent Long-Range/Strategic Plan Goals and Objectives, the collection encompasses a broad range of current, popular and classic titles which provide entertainment, general information and the opportunity for life-long learning. The library provides a collection suitable for general entertainment and information needs. The collection is not archival in focus, nor is it designed for formal educational support.

Scope of Collection

The library provides a collection of classic and contemporary fiction and non-fiction titles 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.

Formats include:

- Standard & Large Print (high demand items may be purchased in multiple copies)
- Audio- CD's, spoken and music (Abridged and unabridged, based on interpretation, technique & technical quality)

Visual- DVD & CD ROM
E-Resources- e-books, e-magazines, & electronic databases
Periodicals (retained for 1-year, based on storage space and electronic availability)
Newspapers- Quad City Times (retained one week), and North Scott Press (retained for a month)
Puzzles, games, Xbox, Switch, Sphero Robots, iPads, Chromebooks, and various crafting supplies for public use.

Due to lack of demand and storage space 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
Artwork

The only exceptions are two scrapbooks on LeClaire history given by Marie Spinsby, a local resident. A popular history program triggered the donation, and the items are perused daily.

Responsibility for Collection Selection & Maintenance

Responsibility for the selection and maintenance of library materials rests solely with the Library Director and qualified staff (under direction of the Library Director). Library patrons may request/recommend materials for purchase. Suggestions for material purchases will be evaluated by the Library Director according to the Library's Collection Development Policy.

Selection Criteria

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

- Current/future needs and interests of the local community
- Accuracy/ timeliness of information and content
- Authors, artists or publisher's qualifications and/or reputation
- Evaluations in review media
- Contribution to diversity of the library's collections
- Inclusion of title in standard bibliographies or indexes
- Noteworthy/Acclaimed material (prizes and awards).
- Popularity/demand
- Quality
- Affordability/budget
- Suitability/support of library's mission and goals
- Demand/multiple requests- consideration for purchase

Selection Tools

In the selection process, library staff utilizes various review/evaluation sources, both in print and electronic formats. Neither the lack of a review nor an unfavorable review will prevent the purchase of any item deemed acceptable according to any of the selection criteria listed within this policy. Selection tools may include:

- Booklist
- Books and Authors
- Center for Children's Books
- American Library Association YALSA & ALSC
- Publisher's Weekly
- Kirkus
- Library Journal
- New York Times Book Review

Standing Orders

Library staff may elect to establish standing orders with library vendors such as Baker & Taylor, Ingram, GALE, Regent and World Book, etc. These materials are chosen according to this policy's general selection criteria & annual budgetary considerations.

Cataloging

Records of all acquisitions will be added to the library's regional online catalog (*RiverShare*) & OCLC (*World Cat*), in accordance with all applicable associated policies, procedures and standards. The integrity of the library's online catalog and all associated records will be maintained in accordance with all applicable policies, procedures and standards.

Collection Maintenance- Evaluation and De-selection (Withdrawal)

The library collection must be continually evaluated to ensure that it meets the needs of the library community. An attractive and useful collection will be maintained through de-selection (withdrawal) and replacement as part of an ongoing process of collection analysis. The process of de-selection ("weeding") is the responsibility of the Library Director and/or qualified staff under the direction of the Library Director. Library materials identified for withdrawal are repaired, withdrawn, or replaced according to:

- Relevance to local needs, factual accuracy or obsolescence
- Number of circulations, requests and reserves
- Availability of similar/duplicate materials within the local collection, reciprocal

- borrowing or interlibrary loan
- 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. The library will not withdraw an item simply because a patron either objects to its content or wishes to purchase it. Note: E-resources will be selected, evaluated and de-selected utilizing the same criteria as the rest of the collection, as applicable.

Interlibrary Loan/Reciprocal Borrowing

Available shelf space and budget may limit the comprehensive collection of various subject areas. To obtain materials not owned or beyond the scope of the library's collection, patrons in good standing may borrow materials from other libraries through Interlibrary Loan. LeClaire Community Library contracts full membership with the RiverShare Libraries Consortium and SILO (State of Iowa Libraries Online). Library materials may be borrowed and lent through Interlibrary Loan between RiverShare and SILO, typically at no cost- although postage charges may apply for items transited via U.S. Mail. The library's membership in the consortia provides library patrons with access to numerous library collections. Additionally, patrons (in good standing) may use their LeClaire Community Library card at any RiverShare area member library, in-person, as a reciprocal borrower.

Grants & Gifts

Donations of materials are accepted, in respect to condition (new or like new), usability, suitability and available storage space, pending approval of Library Director. 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 may be placed in resale, donated or discarded. 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. The library does not appraise donations.

* For donations greater than \$500 in value- See U.S. Tax Form 8282. If the library disposes of the

gift or portions of it and thereby reduces the value of the original gift, it must file an IRS form 8282, which affects the donor's original deduction. Additionally, items valued at \$5000.00 or more require private appraisal at the donor's expense.

Intellectual Freedom/Controversial Materials

LeClaire Community Library's collections are not limited to the viewpoints of any one individual, agency or government. Each individual is free to accept or reject materials on an individual basis, regardless of age. No one may restrict or abridge the rights of others to 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. Parents/legal guardians are responsible for their children's use of library materials and resources. Library staff will not act in place of the parent.

The LeClaire Community Library Board of Trustees endorses ALA'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.

Complaints Procedure

In accordance with the PROCEDURES FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS (Appendix D), registered patrons who initiate complaints requesting the reconsideration of library material will receive copies of the following documents:

ALA's Library Bill of Rights (Appendix A)
ALA's Freedom to Read Statement (Appendix B)
ALA's Freedom to View Statement (Appendix C)
LeClaire Community Library's Collection Development Policy
Materials Reconsideration Form (Appendix D)

The Library Director will review these documents and the *Procedure for Reconsideration of Materials Policy* (Appendix-E) with patron. The *Materials Reconsideration Form* will be evaluated by the Library Director. Materials identified for reconsideration will be presented to the Library Board of Trustees at the next monthly Board meeting. Trustee evaluation and subsequent determinations regarding challenged materials are final.

Meeting Rooms, Bulletin Boards & Display Cases

Challenges related to displays within the library's meeting rooms, reading areas, bulletin boards and display cases will be processed according to the guidelines listed within this policy.

E-Resources & Access to Public Internet Resources

LeClaire Community Library provides public access to electronic and unfiltered internet resources to patrons of all ages. Challenges to electronic material will be processed according to the guidelines listed within this policy. See *Wired & Wireless Internet Usage Policy* and *Electronic Access Policy* for details.

Policy Revision

To support the changing needs of the community, this policy will be revised every three years pursuant to accreditation requirements as defined by *In Service to Iowa: Public Library Standards*, Section 1.7 .

SJM 11/30/12

Approved by the LeClaire Community Library Board of Trustees 12/11/12, Revised 7/14/15, Revised 9/11/18

APPENDIX -A

ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

This is the most up-to-date version of this document. EAM 9/4/18

APPENDIX- B

ALA Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral,

or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship

National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

This is the most current, up-to-date version of this document. EAM 9/4/18

APPENDIX- C

ALA FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. *Endorsed January 10, 1990, by the ALA Council*

This is the most current, up-to-date version of this document EAM 9/4/18

APPENDIX- D

MATERIALS RECONSIDERATION FORM

The LeClaire Community Library Board of Trustees has delegated responsibility for selection and evaluation of library resources to the library director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request consideration of public library resources, please return the completed form to the Director of the LeClaire Community Library.

Name: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Do you represent: (check one) Self Organization
(Name of Organization) _____

I Resource on which you are commenting:
 Book Video Display Magazine Library Program
 Audio Recording Newspaper Electronic Resource (please specify)
 Other _____

Title _____

Author/Producer _____

II What brought this resource to your attention?

III Have you examined the entire resource? YES NO

IV What concerns you about this resource? (Use other side or additional pages, if necessary.)

V Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

IV What action are you requesting the director consider?

APPENDIX- E

PROCEDURES FOR HANDLING COMPLAINTS ABOUT LIBRARY MATERIALS

1. If patrons wish to file a complaint about library materials, the *Materials Reconsideration* form should be completed by the patron and the incident reported to the Library Director. This form stays on file with the Library Director.
2. The Library Director will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
3. The Library Director will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Library Director.
4. After an interview with the Library Director, a patron desiring further action can make a request in writing for a hearing before the LeClaire Community Library Board of Trustees, which has final authority.

Note: Report all challenges to the ILA Intellectual Freedom Committee using the online Challenge Report Form. Contact the State Library of Iowa, the American Library Association's Office for Intellectual Freedom or other interested organizations depending on the urgency of the challenge.

Sources:

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