

## **Thompson Public Library Collection Development Policy**

Approve June 2008

Reviewed & retained April 2011

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### Introduction

The purpose of this policy is to define and describe the materials purchased for Thompson Public Library. The policy provides guides for the selection and weeding of library materials, both print and non-print.

### Mission Statement

Thompson Public Library is a comfortable and welcoming place where people of all ages can express their creativity, satisfy their curiosity and stimulate their imagination.

The Thompson Public Library Board of Trustees sees the role library of the library 1) to meet the informational, cultural and recreational needs of patrons of all ages through a variety of media, 2) to facilitate informal self-education for all people in the area, 3) to encourage reading a recreation and constructive use of leisure time, 4) to provide library staff that are knowledgeable, helpful and sensitive to the needs of library patrons, and 5) to provide materials and services free of charges with the following exceptions; use of the library Meeting Room and the \$1.00 fee to help pay return postage costs for Interlibrary Loan Materials.

This policy will be used by the librarian to aid in the purchase and weeding of materials and by the Board of Trustees and patrons as a guide to the Thompson Public Library holdings.

Selection of library materials whether purchased or donated is based on the informational, educational and recreational needs of the community. It is limited by such factors as budgets, space and content of the existing collection.

Materials for the library collection are chosen for a wide variety of reasons. These include information, self-education, and the recreational pursuits of library users. The decision to add an item to the collection by purchase is usually the result of selection based on demand or need.

### Selection Based on Demand

The individual request of a patron for a title is generally honored if the request conforms to selection and directional guidelines outlined in this policy statement. We feel that the library patron is an important part of the selection process. Other high demand items include best sellers and active subject areas.

### Selection Based on Need

A certain amount of the material added to the library collection is for the purpose of updating and further developing certain subject areas. The library director is constantly gathering information concerning the needs of library users. Information is collected by means of surveys, monitoring circulation statistics and inter-library loan requests and patron input. Material added in this manner is selected from reviews, availability lists, vendors' catalogs, bibliographies and local experts.

The library attempts to present a representative selection of materials that present all sides of an issue. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position.

We recognize that as a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors. The library should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval. The librarian acts as agent of the Board of Trustees in book selection.

### Fiction

The fiction collection involves choosing from a large variety of novels to meet the needs of the community. The basic collection includes classics from the past as well as the novels of popular contemporary authors. The public's desire for popular fiction requires a large portion of current purchases to be new publications. Novels widely advertised, bestsellers, or those discussed on television or radio is regularly purchased because of demand. Some of the demand for popular fiction may be met with the purchase of paperbacks.

### Non-Fiction

In the selection of non-fiction materials, the Librarian will make an effort to consider the needs and interests of the community. The usual criteria of authority, scope, up-to-date information and overall quality shall be applied to non-fiction purchases. Textbooks will not be purchased.

### Reference

Reference materials will generally be acquired through Inter-library loan or on-line data bases. The cost of reference materials prohibits the library from purchasing many of these materials.

### Children's Materials

Children's books will be selected to encourage children to read and to be read to. Books for the young reader will cover all areas of reading interest. They will educate, entertain and inform the reader. Selections will range from books for preschoolers to fiction and non-fiction for teenagers.

E/Easy Reader materials are intended to serve the needs and interests of pre-school age children and beginning readers. They are marked with an "E" before the call number. Juvenile materials are selected for children from the third grade through 6<sup>th</sup> grade in elementary school. These materials are marked with a "J" before the call number. Young Adult materials are intended to serve patrons between the ages of 12 and 18 (middle school and high school). These Materials are marked with a "YA" before the call number.

Responsibility for the reading of minor's rests with their parents and legal guardians. Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials their parents consider inappropriate.

### Special Collections

Books of special interest will be added to the collection as demand and need warrant these additions. Special collections include large print books, genealogy books and books with and Iowa connection. All materials given to the Thompson Public Library become the property of the library.

#### Newspapers and Periodicals

The library will subscribe to periodicals and newspapers that cover a variety of interest and needs of patrons. Titles will be added or deleted as use, content, and cost are considered on a yearly basis. Subscriptions will be purchased directly from the publisher on a one- or two-year subscription plan.

#### Non-Print Materials

Audio CD's & DVD's, and any other audio-visual materials may be added to the library collection as patron demand, storage room and budgeted funds allow. The Library will not purchase any DVD's that are rated "R".

#### Withdrawals

The current facility and available shelving require withdrawing as many print materials as are purchased annually. Books shall be weeded if they have not been checked out for five consecutive years and books that are in bad condition. The Director will decide if the books should be replaced or eliminated. Books deemed to be classics shall stay on the shelves even if they have not been checked out.

#### Requests for Reconsideration

Once an item has been selected, it will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set forth in this policy statement. Patrons who wish to object to materials in the library's collection may do so by requesting and completing a "Request for Reconsideration of Library Materials" form 7.02. The library welcomes such interest in its collection and assures patrons that all written requests for reconsideration will be given serious attention. Completed "Request for Reconsideration" forms are evaluated by the Library Board of Trustees, which will review the request and the challenged material. The Library Board of Trustees will respond in writing to the complaint. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

