

# Collection Management

## 1. Objectives

The purpose of the Glidden Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interest and needs.

The collection management policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights*, *The Freedom to Read Statement*, and the *Freedom to View Statement* have been endorsed by the Glidden Public Library Board of Trustees and are integral parts of this policy.

Public libraries are unique among institutions as unbiased repositories for the recorded expression of human thought. They must, therefore, accept responsibility for providing free access by the public to all points of view contained therein. However, the addition of an item to the collection in no way represents an endorsement by the library of any theory, idea, or policy contained in it. In the collection of the Glidden Public Library, all sides of controversial issues will be represented as far as budget, space and availability of materials allow. The race, religion, nationality or political views of an author, the controversial content of an item or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded from the collection. Responsibility for the reading choices of children rests with their parents or legal guardian. Adult selection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. No material will be sequestered except for the express purpose to protect it from injury or theft.

## 2. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Glidden Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has authority to reject or select any item contrary to the recommendations of the staff.

### **3. Criteria for Selection**

The general criteria considered in selection and purchasing materials include:

1. Significance and permanent value to the existing collection.
2. Qualifications of author or producer.
3. Suitability of subject and style for intended audience.
4. Quality of format.
5. Availability of materials in the subject and balance of materials currently available in the collection.
6. Demand by patrons.
7. Attention given to the items by reviewers and general news media.
8. Availability of materials at other libraries.
9. Price (extremely expensive materials, regardless of quality or favorable reviews, are often beyond the limits of the library budget.)

#### **Selection Tools**

Since it is impossible for librarians to examine all items being considered for purchase, it is necessary to depend on reliable aids. These sources may include:

1. Library Journal
2. Booklist
3. Publisher's Weekly
4. New York Times Book Review
5. Patron request or recommendations
6. Bibliographies and other selective list published by library, educational and scientific organizations.

#### **Procedures for Selection**

1. Reviews are read.
2. Patron requests are evaluated for purchase.
3. The amount of money available for expenditure also determines the number of items and copies to be ordered.
4. Materials may be rejected for purchase for the following reasons:
  - a. Lack of demand
  - b. Inappropriate for collection
  - c. Sufficient titles on the subject already available in collection
  - d. Negative reviews
  - e. No reviews available
  - f. Too expensive or other budget constraints
  - g. Format is inappropriate for collection
  - h. Too specialized or technical to appeal to a broad audience.
5. Materials are ordered from a wide variety of vendors. Generally, an item will be ordered first through the vendor who provides the best discount. If the items are unavailable through the vendor, it will then be ordered direct from the publisher or producer. Materials

may be purchased through local bookstores if the item is needed immediately or if the item is not available from the regular vendor.

6. The library does not participate in preview programs. Exceptions may be made only with the permission of the Director.

#### **4. Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, the interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Glidden Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holding listed in a tool that is accessible by other libraries throughout the state.

#### **5. Gifts and Donations**

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchase materials are applied to gifts. Memorial gifts of books or money are also accepted, with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. Book selection will be made by the director if no specific book is requested. The Glidden Public Library encourages and appreciates gifts and donations.

Library personnel cannot evaluate library materials for tax purposes as IRS regulations do not permit this. If a donor requires an official tax statement, the donor must make arrangements for a book dealer to evaluate the gift. The donor will meet the cost of making the evaluation, which is a tax deduction.

Our "Thank- You" policy is as follows:

- a. All material will receive a book plate.
- b. All donors will receive a thank you letter.
- c. The family of the deceased will receive a letter informing them of donations in the family member's name.
- d. A computer entry will be made for all gifts and donations.

## **6. Weeding**

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Discards may be sold in the library, donated to other libraries and institutions, sold to a 3<sup>rd</sup> party such as a buyback program or as a last resort, taken to the country landfill or recycled.

## **7. Potential Problems or Challenges**

The Glidden Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

## **8. Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Library users have different needs and wants. Therefore, no one person can exercise censorship to restrict access of the material to others.

The Glidden Public Library supports and endorsed the Intellectual Freedom Statements of the Iowa Library Association <https://www.iowalibraryassociation.org/> and the American Library association [www.ala.org](http://www.ala.org)

Patrons requesting that materials be withdrawn from or restricted within the collection should:

1. Complete a "Request for Reconsideration of Library Materials" form which is available in the library.
2. Be Furnished with published reviews of material when possible.

Requests for reconsideration will be reviews by all members of the Library Board and the Library Director acting as an advisor. The Board will decide by majority vote using the Robert Rules of Order as to the validity of the request for removal. Each Board member must have read the materials in question. The board will take one of the following actions:

1. Maintain current status of the material
2. Change the location of the material
3. Remove the material from circulation

During deliberation, the item in question will maintain its current status. The Library Board will meet and then notify the patron, in writing of its findings.

Collection Management Policy

Board Approved Sept 6, 2006

Board Reviewed : 02-05-13

02-12-19

Board Approved 10-04-22

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please provide the following information about the library material you want to be reconsidered.  
Continue on the other side of this page if necessary:

Title:

Author (does not apply to all formats):

Format:  Book  Video  DVD

Did you read, view or listen to the entire work?  Yes  No

Which aspects of the material are you concerned about? Please be specific; list page numbers or sections of the work, and what is objectionable.

What are the benefits of this material?

Have you read the library's Material Selection Policy and any reviews that may have been provided to you? Yes  No

What action do you recommend the Library Board take:

Change the item's location (for example from Children's to Young Adult)

Withdraw the item from the library.

Other. (Please explain.)

Are there any other works you recommend to provide additional information and or other viewpoints on this topic?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Address \_\_\_\_\_

Thank you for your interest in the library