

Collection Development Policy

About the Alta Community Library

1. The Alta Community Library serves the diverse community of Alta, IA and rural Buena Vista County.
2. It is the aim of the library to provide a range of materials to meet the educational, informational, cultural, and recreational needs and interests of the community.
3. The people of Alta speak primarily English, with Spanish being the most common non-English language spoken.
4. The Alta Community Library shares a facility and collection with the Alta-Aurelia High School and Alta Elementary School, who also contribute to the library's collection and have adopted and followed their own collections policy.
5. Both entities keep track of which materials have been purchased out of their respective budgets, but all materials are available to school and public patrons equally.
6. The Alta Community Library believes that everyone belongs here, and strives to provide resources for everyone.

Mission Statement

The Alta Community Library enhances the quality of life for community residents by providing residents of all ages with popular materials to meet their recreational interests, assisting students to attain their educational goals, providing access to information and answers to questions on a broad array of topics, and striving to be a primary contributor to lifelong learning.

Purpose

1. The Collection Development Policy sets forth broad principles and guidelines for the development of the Library's collections.
2. The Collection Development Policy serves as a planning tool to assist staff in building collections responsive to community needs, in conjunction with the mission and goals of the Library.
3. The Collection Development Policy does not replace the judgment of staff responsible for the selection of library resources. As staff constantly assess our collections to reflect new and differing areas of interest, Alta Community Library will periodically evaluate and revise the Collection Development Policy as necessary.

Intellectual Freedom Statements

1. The Alta Community Library subscribes to principles contained in the American Library Association's Library Bill of Rights, and the Freedom to Read and Freedom to View statements.
2. The Library provides free and open access to its holdings for patrons of all ages.
3. Children are not restricted to particular areas of the Library, and public staff do not monitor the materials children choose. Responsibility for children's reading, listening, and viewing choices rests entirely with their parents, legal guardians, or with their

custodian (i.e. teacher or Alta-Aurelia staff member if children are visiting the library during school hours).

4. While people may reject certain materials for themselves and their children, they may not restrict the freedom of others to read, hear, or see those materials.

Inter-Library Lending and Consortium Participation

1. The Library is a member of SILO's Inter-Library Loan service, and borrows and lends physical materials across Iowa.
2. The Library is a member of Bridges, the State Library of Iowa Overdrive consortium. Bridges maintains its own collection development policy (see Appendix A).

Statement of Responsibility

1. The Materials Selection Policy, which serves as the guideline for building the library's collection, is adopted by the Library Board of Trustees.
2. The Board of Trustees delegates the selection of materials to the Library Director, and the Director may authorize qualified staff members to apply the policy to day-to-day decisions.

Definitions

1. The word "materials" has the widest possible meaning; it may include books (hardbound and paperbound), pamphlets, maps, magazines and journals, newspapers, manuscripts, video recordings, audio recordings, art reproductions, audio-visual kits, electronic resources, microfilm and other media, and objects that may be circulated or used by patrons at no cost.
2. "Selection" refers to the decision that must be made either to add a given item to the collection or to retain one in the collection.

Materials Selection Policy

1. The Alta Community Library's collection is intended to reflect and support our community. Alta is a diverse community, and we strive to reflect this diversity by collecting materials with a wide range of subjects, viewpoints, authors, and formats. Selection criteria includes:
 - a. Level of materials funding
 - b. Library's mission and service roles
 - c. Positive reviews in reputable library periodicals including but not limited to: *Booklist*, *Library Journal*, *Kirkus*, *School Library Journal*
 - d. Awards / merit based on industry standard
 - e. Patron Requests (Acceptance of such requests or recommendations does not mean that the library is obligated to obtain those items)
 - f. Collections in special, academic, and school libraries to which patrons have access
 - g. Community needs surveys and assessments

- h. Authority, accuracy, and accessibility of the material
 - i. Currency of information in rapidly changing fields
 - j. Reputation of the author, publisher or issuing body
 - k. Importance of item in providing diversity to the collection
 - l. Importance as a record of the times and present and future use
 - m. A wide range of materials which covers a broad spectrum of viewpoints
2. Including materials in the collection does not constitute endorsement of their contents.
 3. 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.

Gifts

1. Gifts are added to the collection according to the same criteria for selection of purchased materials.
2. Books and other materials offered to the Library may be accepted or rejected by the Library Director and/or Library Board with the understanding that the classification, housing, circulation, or disposal of the gift materials is left entirely to the discretion of the Library Director and/or Library Board.
3. Donations are final and become the property of the Alta Community Library. The library does not have to inform the donor about how the item was used, or when/if the item is weeded from the collection.

Replacements and Duplicates

The Library does not routinely replace all lost, damaged or worn items. Factors for consideration before a replacement purchase is made include, but are not limited to:

1. Number of copies in the total collection or availability via other lending partners
2. Existing coverage of the subject
3. Public demand
4. Newer materials of greater value
5. Available funds

Criteria for Withdrawal of Materials

To maintain a vital, interesting, and usable collection, the Alta Community Library judiciously removes from its collection items that are outdated, outmoded, or worn. The following criteria will be used when considering material for withdrawal:

1. Volumes of no use to the Library: If a title has gone three to five years without circulating, has not to the staff's knowledge been used for reference purposes or other documented in-house use, and is not a standard title, it will probably warrant discarding. Even classics, if unused because of unattractive appearance, may be replaced with better editions.
2. Books of poor content: This applies to such materials as: outdated information (especially in the sciences, statistical compendiums, medicine, geography, technology, and travel);

trivial subject matter or trivial approach to it; mediocrity of writing; false information; unused volumes of sets; repetitious series; superseded editions. Unneeded duplicate titles of fiction and nonfiction as well as superfluous books in subject fields in which the community has little interest may also be removed.

3. Books of very poor appearance: This includes badly bound and printed editions, (small print, shoddy binding, dull print, cramped margins, poor illustrations, pulpy paper through which the print shows); worn-out books (yellowed, and brittle paper, mutilated or missing pages, frayed bindings, broken backs, dingy or dirty covers); and sets whose antiquated appearance discourages use.
4. Non-book formats: Periodicals, pamphlets, audio-visual materials and other items are evaluated by criteria which include: out-of-date information, physical damage rendering the material unusable, and items no longer of interest to the community indicated by documented lack of use.
5. Materials that do not circulate often but are widely available or obtainable through SILO.

Reconsideration of Materials

1. 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 the collection development policy.
2. Patrons who wish to address concerns about a material's inclusion in the library may speak with the director to understand the decision-making process behind the material's inclusion in the collection.
3. If, after bringing their concern to the director, they still object to materials in the Alta Community Library collection, they may request and complete a "Request for Reconsideration of Materials" form (available at the library).
4. All written requests for reconsideration will be presented before the Library Board at the next meeting and evaluated by the board and director. The director will respond to the complainant in writing within six weeks of receipt of reconsideration form.
5. Patrons must submit a "Request for Reconsideration of Materials" form in writing for the board to consider the request.
6. Challenged materials will not be removed from public access while awaiting resolution of a request for reconsideration.
7. The decision of the board is final.
8. An item will only be evaluated for reconsideration once within a twelve-month period.

The *Collection Development Policy* was adopted by the Alta Community Library Board of Trustees on February 11, 2016.

Revised February 19, 2020.

Revised November 10, 2022.