

JESUP PUBLIC LIBRARY COLLECTION DEVELOPMENT AND MATERIAL SELECTION POLICY

The Jesup Public Library Collection Development and Material Selection Policy provides a framework for the growth and development of collections.

It is the Library's goal to provide the Jesup community with library materials that reflect a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media and electronic) to all customers. Library users make their own choices as to what they will use based on individual interest and concerns. The Jesup Public Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. The Jesup Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

The Collection

Jesup Public Library's collection provides a wide range of literary, cultural, educational, informational and recreational materials for people of all ages. Collections include popular and in-demand materials as well as special formats, such as large print books, government documents, test and study guides, financial, tax and business information, company and telephone directories, genealogical information, school and career information, consumer, health and medical information.

The variety of formats collected include:

- Print: books, documents, magazines, newspapers, pamphlets and maps.
- Audiovisual Media: videos on DVD, books on CD, music on compact disc.
- Electronic media: databased, software, electronic books, downloadable audio books, videos and music. The library also provides access to the Internet. Selected Internet sites are cataloged and linked to the Library's website.
- Other: Multimedia kits, microforms, framed art prints, educational toys, cake pans and selected audiovisual equipment.

Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable:

1. Contemporary significance or long-term value.
2. Accuracy of information presented.
3. Significance of author, illustrator, publisher or issuing body.
4. Relationship of work to existing collection.

5. Reviews found in professional, literary, specialist and general periodicals.
6. Scarcity of information in the subject area.
7. Availability of material elsewhere in the community.
8. Popular demand.
9. Cost of acquire and/or maintain the material
10. Technical characteristics of the format, such as binding and paper quality, accessibility and usability, and suitability of the format for library use.

Responsibility for Selection

Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above. The responsibility for selection ultimately rests with the Library Director operating within the framework of policies determined by the Board of the Jesup Public Library.

Collection Maintenance, Replacement and Weeding

Library staff regularly reviews items in the collection to ensure they continue to meet customers' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed, following guidelines of the N.E. Iowa Library Service Area. It is the responsibility of the library staff to assess the need of replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.

Gifts

Jesup Public Library accepts gifts of new or gently-used books, magazines, DVDs, and music or books on compact disc. Decisions on whether and how donated items will be added to the Library's collections are based on the same evaluative criteria that are applied to purchase materials.

With rare exceptions, we do not return items that are given to us. Items that are not added to the collections are given to the Friends group supporting the Jesup Public Library.

When the library receives a cash gift for the purposed of memorial books the selection will be made by the Library Director in consultation with the donor. The name of the donor or person memorialized will be entered on the bookplate.

Request for Reconsideration of Materials

The Library welcomes citizens' expressions of opinion concerning materials purchased. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wished to request that a specific item be reconsidered for inclusion in the collection is asked to complete and sign Request for Reconsideration Form, available at the Jesup Public Library, after they have read the entire book.

The questioned material will be reviewed in its entirety by the Library Board and Library Director. The decision concerning further use of the book/material will be made by the Library Board and the Library Director by motion and vote. Once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision.

This method should serve to reassure citizens that thoughtful consideration is given to the selection of materials. It should also serve as a means of informing citizens that the Library Board will not be pressured by those who want only one point of view represented in the Public Library.

Approved:

November 23, 2015

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JESUP, IA 50648-0585
TELEPHONE: (319) 827-1533 FAX: (319) 827-1580
E-MAIL: jesuplibrary@jesup.lib.ia.us

REQUEST FOR RECONSIDERATION OF A BOOK

Date:

Author _____

Title _____

Publisher _____

Request initiated by _____

Address _____ Telephone # _____

1. Did you read the entire book? If not, what parts?
2. To what specifically in the book do you object?
3. For what age group would you recommend this book?
4. Is there anything good about this book?
5. What do you believe to be the theme of this book?
6. Are you aware of the judgement of this book by professional critics?
7. What review of this book have you seen?
8. What would you like your library to do about this book?

Signature of Complainant