

Richland Public Library
COLLECTION DEVELOPMENT POLICY

This policy exists to guide the librarian in selecting library materials and to inform the public about the principles guiding collection development decisions. Collection development is the ongoing process of materials acquisition, maintenance and removal.

The responsibility for materials selection and the development of the library collection rests with the Library Director, who works under the authority of and the policies determined by the Board of Trustees.

Richland Public Library strives to meet the current and long-term needs of our patrons for information, education, culture and recreation within the limits of cost and space and considering current holdings and demand.

In general, our collection materials are of a broad, current and popular nature. No highly specialized material is purchased.

The library's adopted collection development policy is consistent with principles of intellectual freedom as found in such documents as the U.S. Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide.

The inclusion of materials in our collection does not constitute endorsement. We will offer materials representing a variety of viewpoints. No materials will be removed from the collection due to the views of the author or the ideas expressed.

The materials for children and young adults will follow the same guidelines as for adult materials. The library cannot assume the responsibility of deciding what a child may or may not read; that is the responsibility of the parent or guardian.

The library welcomes and encourages suggestions and comments from its patrons. All requests for purchases will be evaluated in accordance with this policy.

Outreach collections are donated to agencies and institutions serving populations with limited library access such as hospitals, nursing homes, correctional facilities, shelters, etc.

The library participates in the Interlibrary Loan program to provide materials not owned. One dollar is charged per transaction to defray from the postage costs.

The collection will be reevaluated on a regular basis to ensure it remains up-to-date and relevant to the patrons' needs. Materials that no longer meet the standards of the library collection policy will be withdrawn. This includes books that are out-of-

date, no longer being used, badly worn or damaged. Withdrawn books may be donated to community groups, sold, recycled or discarded.

Gifts and Endowments

The library welcomes gifts of materials or money. These gifts help enrich and improve public library resources.

Gifts are accepted with the understanding that the same guidelines of selection are applied to gifts as to materials acquired by purchase.

The library does not accept textbooks, encyclopedias, VHSs or items over 5 years old. Donated items must be in good repair, clean and dust free. For donations over 10 items, an appointment must be set up with the director.

All gifts will become the permanent property of the library unless other arrangements were made and approved of at the time of the donation.

Gifts not added to the library collection may be donated to community groups, sold, recycled or discarded.

Once added to the collection, gifts will be evaluated for retention on the same basis as other items. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

Appraisals will not be given.

Money may be donated for the purchase of books or other library materials in honor or memory of a person. The selection of these items will be made by the director in consultation with the donor. The name of the donor and person being honored or memorialized will be placed on a bookplate.

Approved September 1999

Amended December 2002

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Amended January 2016

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