



Collection Development

Revised April 2018

General purposes and Responsibility

Purpose

The Mission of the Orange City Public Library is to enrich the community of Orange City and to provide access to information and technology. The library strives to provide quality services, technology and programming in order to foster readers, stimulate minds and to serve as a community gathering space. In order to meet this mission, the Orange City Public Library's collection must provide a wide range of materials for users of all ages, educational levels and socio-economic backgrounds.

The purpose of this policy is to provide a well-balanced and broad collection of materials for all age groups, diverse types of material based on demand of the citizens, and materials for the education and recreation of the community, and to provide guidance and direction to the library staff for the development and maintenance of the library's collection.

Responsibility

The Responsibility of collection development ultimately resides with the Board of Trustees and the Library Director. The responsibility can be delegated to other qualified staff with oversight from the Library Director.

This collection development policy provides structure and guidance for effective management of all aspects of the collection. The policy directs Library staff in both general and specific responsibilities of working with the collection and establishes guidelines for the acquisition and management of information and services for the benefit of the customer.

Selection Criteria

Acquisitions Statement:

- Selection is based upon professional journal reviews, authors or subjects which have widespread demand, patron requests (if the title is one that will circulate more than once or twice) and availability through regular library vendors.
- The Library acquires and manages a wide variety of informational and recreational resources in multiple formats with the intent to develop a useful, well-rounded collection of materials. These resources include print, non-print, and electronic resources as well as internet access. The primary focus is on serving the community with a popular consumable collection. A secondary focus is to provide research materials.
- Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community but is limited by factors such as materials budgets, space, agreements with other libraries, and content of existing collections. Including materials in the library collection does not constitute an endorsement of the contents of an item. The library recognizes that any given item may offend any one person, 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. The library subscribes to the principles embodied in the Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association.
- Each potential acquisition must be considered in terms of its own excellence and the audience for whom it is intended. There is no single standard that can be applied in all acquisition decisions. Some materials may be judged primarily in terms of artistic merit, scholarship; others are selected to satisfy the recreational or informational needs of the community. Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open-mindedness, and responsiveness in the evaluation and re-evaluation of all library materials. In order to build collections of merit, all acquisitions, whether purchased or donated, will be considered according to the following general and specific criteria:
 - Materials for the library collection are chosen to support the mission of the library. The library is dedicated to providing service to persons of all nationalities, age, sex, religious persuasion, or disability. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, with consideration towards cost, available space, current holdings and demand.
 - Materials for the library collection are chosen based on all of the above criteria and in consultation with library staff responsible for material selection and purchasing.
 - Access to other collections: If the library does not own an item, for a minimal cost patrons can request the item through Inter Library Loan. The library also participates in "Open Access" through the Iowa State Library. The goal of Open

Access is to provide lowans with direct access to more library materials and information resources through a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and directly check out materials. As part of this program, residents of Orange City are able to access the Ramaker Library on the Northwestern campus and all other public libraries in Sioux County (and over 600 libraries throughout the state). The library cannot own every title; therefore, Interlibrary Loan Services (borrowing/lending from/to other libraries) are available at the state library's allowed charge for postage.

- Specialized resources available in other local libraries will not be duplicated. When appropriate, patrons will be referred to other libraries. (Examples: Ramaker Library at Northwestern College has a Dutch Heritage Room with extensive information on Dutch Heritage and a staff person is employed to answer questions and help patrons. Sioux Center Public Library holds a substantial collection of Sioux County Genealogical information.)

Weeding the Collection

Because the library has limited space and limited resources we strive for a high use, well maintained collection of materials. Weeding is simply the selection process in reverse. The Orange City Librarians, using their knowledge, institutional interests, and professional tools decide which books to purchase, and use that same skill set to decide what books to withdraw. Routinely the library staff will examine the collection and pull books based on the following criteria:

- Removing books that are not being used
- Removing books with outdated or obsolete information/philosophies (that have no historical use)
- Identifying books that are damaged or in poor condition
- Identifying gaps in the collection and make new purchases
- Aligning the collection with the library's goals and mission
- Increasing space for the collection

Request for Reconsideration

Anyone wishing the Library Board of Trustees to reconsider an item in the collection should talk with the Administrative Librarian and complete a "Request for Reconsideration" form. Completed Request for Reconsideration forms will be taken to the Board of Trustees for their consideration. The Board of Trustees will decide if the item remains in the collection at a regularly scheduled board meeting at least 14 days after the Administrative Librarian receives the completed Request for Reconsideration form. The Library Board of Trustees will consider the Request for Reconsideration based upon the written contents of the submitted form and after an opportunity to review the material.

Appendix

Library Bill of Rights, Freedom to Read, Freedom to View Statements

We support the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement in providing free and open access to our materials for all age groups. Children are not restricted to particular area of the library. Our staff does not monitor the materials that children choose. The responsibility for the reading or viewing choices of children rests entirely with parents or legal guardians.

A. LIBRARY BILL OF RIGHTS

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

B. FREEDOM TO READ

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council.

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions

apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the

principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

C. Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Approved and Adopted by the Orange City board of trustees Oct. 14, 2014, Revised April 23, 2018