Collection Development and Management

The Urbandale Public Library's mission is to provide diverse resources for lifelong learning and enjoyment.

In accordance, the Library's collection supports the broad range of cultural, educational, informational, and recreational needs and interests of its customers and the community.

The collection is free of censorship and accentuates the public's freedom of choice, which is essential to a public library in a democratic and open society. The wide diversity of thought found in the collection reflects the Library's policy on intellectual freedom and is not an endorsement of any viewpoint, ideology, or philosophy.

The principles of the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements are endorsed and followed by the Library. These statements are included and intended to be part of this policy.

Responsibility for Materials

- The Library director is responsible for the development and management of the Library's collection.
- This responsibility may be shared with staff members who possess education or training in the principles and practices of collection development and management.

Selection of Materials

- The Library is committed to providing materials that reflect the needs and interests of diverse ages, backgrounds, and viewpoints.
- Specific criteria are considered when selecting materials:
  - artistic, literary, historic, and/or scientific merit
  - present or potential relevance to community need and/or demand
  - clarity of presentation and accuracy of information
  - reputation, authority, and/or competence of author, publisher, or producer
  - amount of similar materials already in the collection
  - favorable reviews
  - strengthens a specific collection
  - quality, durability, and format are appropriate for library use and multiple circulations
  - price, in relation to total budget
  - available shelf space
- Items are judged based on the total effect of the material, not on the presence of words, phrases, or situations that might be objectionable.
- The selection process is not governed by the possibility that minors might obtain materials their parents consider inappropriate. Parents or guardians are responsible for the reading, viewing, and listening habits of minors.
- Customer requests are considered based on the Library's selection criteria. Purchase is not guaranteed.
- The Library attempts to provide materials in a wide variety of formats and to respond to changes in available formats.

Discarding of Materials

- Discarding materials—weeding—is essential for maintaining a current, relevant, and useful collection. Discarding materials is a continuous process and an integral component of collection management.
- Specific criteria are considered when weeding materials:
  - clarity of presentation and accuracy of information
  - condition
  - frequency of use
  - relevance to community need and/or demand
  - amount of similar materials in the collection
  - relationship to other materials in the collection
  - availability of more suitable materials
  - written by Iowa authors or content is of local interest
  - expense of replacement
  - superseded by other editions
  - available shelf space
- Materials discarded due to loss or damage are not automatically replaced. Replacement is based on the Library's selection criteria.

Donation of Materials

- The Library appreciates and encourages donations of books and other materials, acknowledging that these items often enrich and expand the Library's collection.
- Although most donations are welcome, the Library does not accept:
  - textbooks
  - condensed books
  - encyclopedias
  - magazines
  - marked, yellowed, musty, or damaged materials
  - medical, financial, travel, computer, or test preparation books more than five years old
  - non-commercially produced media
  - media in outdated formats
  - computer software
  - equipment, unless it satisfies a specific need
- Acceptance of donated materials does not guarantee addition to the collection. The same guidelines and criteria used to select purchased materials are used to evaluate donations.
- If accepted, donations become the property of the Library and may be disposed of as the Library chooses. Materials donated with special conditions or restrictions are not accepted.
- The Library does not assume responsibility for replacing donated materials if they are lost or damaged or to keep them after they are of no further value to the Library's collection.
- If requested, a form stating the number of items given is provided. However, the Library does not assign a dollar value. Value is for the donor to establish.
- The Urbandale Public Library Board of Trustees must approve donations of art and artifacts.

Disposition of Materials

- Library staff decides the disposition of materials that do not contribute to the purpose of the Library's collection.
- Weeded or donated materials may be sold for the benefit of the Library, transferred to other government entities, or disposed of if condition warrants.

Objection to Materials

- An Urbandale resident who would like to formally object to material in the collection must submit a Request for Reconsideration of Library Material.
- The Library director will review the material in question and respond in writing to the request.
- The material in question will remain on the shelf until a decision is made.
- If the complainant wishes to appeal the Library director's decision, they may ask the Urbandale Public Library Board of Trustees to review the request.
- Material the Board deems appropriate for the collection will not be removed unless by court order.

Adopted by the Urbandale Public Library Board of Trustees, May 20, 2015
Approved November 25, 2019, December 19, 2022