

BONDURANT COMMUNITY LIBRARY

SELECTION/COLLECTION DEVELOPMENT POLICY



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I. PURPOSE OF POLICY

The purpose of this policy is:

1. To follow the stated mission of the Bondurant Community Library.
2. To guide librarians in the selection of materials.
3. To inform the public about the principles upon which selections are made.

II. COMMUNITY AND CLIENTELE DESCRIPTIONS

The Bondurant Community Library strives to provide books and other library materials of value and interest for information and enlightenment for all the people of the community. The library attempts to maintain a collection of carefully selected representative book and non-book materials that are both of current interest and permanent value. Since the community the Library serves is both rural and urban, it will strive to meet the demands from both areas. It attempts to serve children, young adults, adults, and elderly.

III. DEFINITION OF MATERIALS "SELECTION"

"Selection" refers to the decision that must be made to add material to the collection or to retain material already in the collection.

IV. RESPONSIBILITY FOR SELECTION

The responsibility for selection lies with the Director and professional staff. The City Code of Bondurant bestows the responsibility for purchase to the Library Board of Trustees. The By-Laws of the Library Board of Trustees grant the authority to purchase materials to the Library Director. The general public and staff members may recommend items for consideration. Ultimate responsibility for selection rests with the Director, who operates within the framework of policies determined by the Library Board of Trustees.

V. PURPOSE OF THE COLLECTION

To maintain a well-balanced and broad collection of current materials in various formats and levels of comprehension which will support the working, cultural,

educational and leisure time needs of citizens in our service area regardless of their age, social and physical condition, or level of intellectual achievement.

VI. SELECTION CRITERIA AND PROCEDURES

- A. The library subscribes to the general principles embodied in the Freedom to Read, Library Bill of Rights, Freedom to View Statement, and American Library Association's Intellectual Freedom Manual. The American Library Association prepares these statements.
- B. Because the library recognizes its responsibility to provide access to all aspects of the human record, the widest possible variety of subjects and views are included in the collection. Selection is based on the merit of a work in relation to the need and interest of the community. Critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must be considered. Freedom of choice is an essential prerequisite of democratic library service. The Library's immunity from attack of censorship is reasonably assured by providing a written materials selection policy based on the Library Board's approval of the documents listed above.
- The library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. The library follows accepted principles of intellectual freedom.
- C. The Library will not remove specific titles solely because individuals or groups may find them objectionable. All material shall be judged as a whole. No work shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages. The Bondurant Community Library does not supply textbook and specialized materials for public school, community college and university curricula.

- D. Books and other materials for the Youth Department are selected from those, which are considered to be of value and interest to children from pre-reader through pre-adulthood. These materials are not necessarily shelved by age groupings. The library attempts to make all its resources available to users of all ages with emphasis on need, interest and ability rather than chronological age.
- E. In order to provide access to materials beyond the financial limitations and storage capacity of the Bondurant Community Library, the library participates in a variety of interlibrary cooperative arrangements, including membership in regional, state and nationwide interlibrary loan networks for both print and non-print materials.

VII. SELECTION OF SPECIFIC MATERIALS

A. General Materials

NON-FICTION

Non-fiction selected for the permanent collection is chosen carefully for its usefulness, accuracy, level of complexity for the intended audience, cost, and contribution to a well-balanced collection in all subject areas.

Materials for which there is heavy but temporary demand are selected with less emphasis on these requirements and are kept as part of the collection until demonstrated interest has diminished.

FICTION

The library attempts to provide a permanent collection of standard fiction by recognized authors. In addition, a wide-ranging selection of contemporary fiction is purchased, including, but not restricted to, mystery, western, historical, science fiction, avant-garde and light romance titles. The interest and requests of library users are generally followed. Multiple copies of frequently used titles are provided, with preference for additional copies in paperback when possible.

PAPERBACKS

A paperback book collection is maintained. While key titles are purchased to meet current interest and add variety, many donated paperbacks are also added to the collection.

To meet demands for specific titles already in the cataloged collection, additional copies of paperback reprints are purchased and cataloged.

MAGAZINES AND NEWSPAPERS

A collection of magazines providing information and recreational reading is maintained. The Bondurant Community Library subscribes to on-line digital databases, to further enhance the magazine collection for informational needs.

The Des Moines Register Monday thru Sunday editions are maintained in the collection for a period of one month. The weekly local Altoona Herald is maintained in the library for a period of one-month minimum.

LOCAL HISTORY

Materials in whatever format available, which contribute information about Bondurant and Polk County history, are purchased whenever possible, with less regard for quality of presentation than for those materials in the general collection.

The library will maintain a collection of Bondurant-Farrar School District yearbooks.

VIDEO MATERIALS

The library maintains a circulating collection of DVDs. In selecting DVDs, emphasis is placed on popular films, family entertainment and children's materials.

INFORMATION/REFERENCE COLLECTION

A major function of the library is to provide the public with accurate, up-to-date, readily accessible information on a wide variety of topics. Current reference tools in subject areas are purchased.

LARGE PRINT

Books in large print format are purchased for those readers with visual handicaps. Recent best sellers and titles of proven popularity are added regularly.

AUDIO AND CD MATERIALS

Audio and CD materials are selected from professional review sources and include fiction, non-fiction, and foreign language materials.

VIDEO GAMES

The gaming systems Wii and Xbox are available for in-library use. Games are purchased with cost and availability consideration.

B. Young Adult Materials

The Young Adult division provides materials for adolescent youth. Fiction and non-fiction titles are selected from review sources, which specialize in materials for young adults.

C. Children's Materials

The Children's Department provides books and other materials for the very young children and up to approximately the sixth grade. Materials are selected to excite the pre-reader, to fill recreational needs, personal hobbies and interest, and to supplement school projects and assignments through the elementary years.

High quality of writing and illustration is a primary consideration. General demand is also a factor. Since children, as well as adults, have various levels of ability, knowledge and interest, bridging types of books and other materials are made available.

Materials in areas of social and personal awareness, and of cultural and sociological concern are chosen at all levels in both fiction and non-fiction, reflecting current as well as traditional values.

Classics, popular standard titles and authors are purchased.

Children's books are usually available in a variety of binding: pre-bound, publisher's library edition, trade edition, paper, hardbound paperback, and board books. Quality of binding, cost, and projected use are taken under consideration when choosing materials.

Audio materials with books are chosen to add to a child's experience and to increase enthusiasm toward library services.

D. Electronic Resources

The library selects electronic resources to complement and supplement traditional print materials. Rapid changes in both the extent and format of electronic resources require their continuous evaluation.

The library uses the same criteria for the selection of electronic resources as it uses for print media. Criteria include the scope of the resource, popular interest, currency, intellectual level, and relationship to the library's total collection.

The relationship of an electronic resource to any print counterpart will also be considered. Electronic resources will not necessarily replace print sources unless one.) They render a print source obsolete, and/or two.) Cost or user demands permit the use of an electronic resource only.

Preference is given to resources that are compatible with the hardware and software already owned by the library. Licensing requirements and networking capability are also considered.

The above criteria for electronic resources are vital in meeting the needs of library users.

VIII. COLLECTION MAINTENANCE/WEEDING

Continued analysis of the collection, needs and interests of the community, request and reserve lists, availability of similar materials, cost, physical condition and the availability of specific titles, will be considered in determining the number of copies of each title the library should have, and when a volume should be replaced, repaired, or withdrawn.

The Library maintains an active program of weeding the collection. Material that is no longer used, or that is worn, damaged, outdated, or duplicate may be removed from circulation. Other factors taken into consideration are frequency of circulation, community interest, space, availability of other material on the subject and State Library standards for weeding for Accreditation purposes.

IX. REQUESTS FOR RECONSIDERATION

Because the library follows accepted principles of intellectual freedom and recognizes its responsibility to provide access to all aspects of human record, a patron may object to specific books or other library materials. Specific titles will not be removed from the collection solely because individuals or groups may find them objectionable. The following procedure will be used to request an item for reconsideration:

- Patron may request the reconsideration form. (See attached).
- This form is returned to library staff.
- The material will be referred to the Reconsideration Committee, who will evaluate the material and report to the Library Board of Trustees.
- The Library Board will then make the decision as to whether the material should be removed from the library collection.
- The Reconsideration Committee serving the Bondurant-Farrar School District shall also serve the Bondurant Community Library in this capacity. This committee shall meet as the need arises.
- Requests for reconsideration will only be accepted by residents of Bondurant and surrounding rural Polk County, Iowa.

- If an item has been submitted for reconsideration and the decision was made to retain the item, reconsideration of that item cannot occur again for at least three years.
- If an item has been submitted for reconsideration and the decision was made to remove the item from the collection, the item cannot be added back to the collection again for at least three years.
- If an item has been submitted for reconsideration and the decision was made to retain the item, it cannot be presented for reconsideration again for a different merit or the same merit for at least three years.

Adopted by the Bondurant Community Library Board of Trustees

3/1990

Revised:

5/1990, 12/2002, 11/2005, 1/2009, 6/2012, 4/2015, 6/2019, 3/2021, 11/2021,
4/2023

Addendum:

**BONDURANT COMMUNITY LIBRARY
RECONSIDERATION OF LIBRARY MATERIALS**

No citizen in a democracy has a right to prevent another from reading a specific book by demanding the removal from the library's shelves. However, the library does welcome comments and criticisms of the collection. Anyone wishing to make a formal complaint may do so by filling out the form "Citizen's Request for Reconsideration of Library Material."

All parties concerned shall consider action taken by the Board of Trustees final.

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author: _____

Hardcover: _____ Softcover: _____ Other: _____

Title: _____

Publisher: _____

Request Initiated by: _____

Address: _____

City: _____ State: _____

Phone: _____

Complainant Represents: Himself: _____

Organization (name): _____

1. Have you read the entire book? Yes () No ()

2. What is/are your objection(s) to the book? Please cite specific page numbers when referring to specific examples or type of content.

The Freedom to Read Statement

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. 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 also 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 based on 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. However, 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. However, 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. However, 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 also 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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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, which 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

Freedom to View Statement

The First Amendment to the Constitution of the United States protects the FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read. 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.

American Library Association Intellectual Freedom Manual can be found at the following: <http://www.ifmanual.org/>.