

Beaman Community Memorial Library Collection Development Policy

Overview:

Beaman is a small rural community in Grundy County in Central Iowa. The library serves Beaman, its rural environs, and patrons from nearby towns. It is a lending library and a depository for print and other materials of interest to the community, as well as a non-lending permanent collection of items of local historical interest. The library may also, according to City Code 115.08, lend materials to non-area residents.

Mission Statement:

The Beaman Community Memorial Library serves as an information and resource center for the Beaman community and surrounding areas. The library will offer a wide variety of materials and services and will be made accessible to the users to help meet the educational, informational, cultural and recreational needs of the Beaman community and surrounding areas.

Goals:

To be the civic center of Beaman; a safe and comfortable place for patrons to meet intellectual, recreational, creative and spiritual needs.

To provide service to all patrons in the spirit of the American Library Association's Library Bill of Rights and the Freedom to Read and Freedom to View Statements. The library does not knowingly discriminate in its material selection or public service regarding race, creed, sex, sexual orientation, occupation or financial position.

Access:

The library does not restrict access to library materials except for the express purpose of protecting material from damage and theft. Materials in the Heritage Center may not be checked out. Materials are shelved for the convenience of their general audience and according to shelf space. Children, young adults, and adults may use any items in the library collection.

Confidentiality:

The Beaman Community Memorial Library will ensure the confidentiality of a patron's library record and account by limiting access to only approved staff members. Information concerning an individual's account will be released to that individual only. The Library Director or the Director's designee, as the lawful custodian of library records, is only authorized to release records that are otherwise confidential " . . . upon a judicial determination that a rational connection exists between the requested release of

information and a legitimate end and that the need for the information is cogent and compelling” (Iowa Code 22.7).”

Intellectual Freedom:

The library subscribes to the American Library Association’s definition of Intellectual Freedom as “the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.”

Purpose of Collection Development Policy:

To be a guide for library staff in their selection decisions and a source of information for the public about how materials are selected and the collection developed.

Responsibility for Selection:

The Library Board of Trustees adopts the Collection Development Policy, which is the guiding document for building the library's collection.

Community and individual participation in collection development are encouraged and given serious consideration.

Selecting materials according to the Board's policy is the responsibility of the director. Questions about the policy or its execution should be referred to the director.

Selection Guidelines:

Demand: The individual request of a patron for a title is generally honored if the request conforms to selection and directional guidelines outlined in this policy statement. Another demand issue is to include best sellers.

Need: Some of the material added to the library collection is for the purpose of updating and further developing certain subject areas. Material added in this manner is selected from reviews, availability lists, vendors’ catalogs, bibliographies and local experts.

Controversial issues: The library attempts to present a representative selection of materials that present all sides of an issue. However, materials on controversial issues that present only one side of a question and are written in a violent, sensational, and inflammatory manner, or are not based on truth or solid research will ordinarily not be selected.

Gifts: The Library will gladly accept money, books or other materials as donations; however, the Librarian and Board of Trustees reserve the right to screen all materials received in this manner, and to decline or dispose of any which do not meet the Library's needs. In general, gifts will not be accepted unless they are given to the library without restriction and will be accepted with the understanding that the gift is to become solely the property of the library. Gifts MAY BE tax-deductible and the library will furnish the donor with a receipt upon request. Library staff will provide a description of the donated item, but cannot place monetary value on items donated or advise on tax matters. Furthermore gifts of books and DVDs will be evaluated for their relevance and condition. Books of interest to Beaman or the state of Iowa, history books and classics as well as books published within the current decade may be considered for acquisition. Books that have condition issues such as tears, stains, yellowed pages, handwritten notes or names, library markings or water damage will not be of use to the library.

Adult Fiction: The library endeavors to provide fiction of some literary merit. The problem of selecting fiction involves a variety of types of novels and the need to satisfy readers of differing tastes, interests, purposes, and reading levels. We will, in the majority of cases, purchase books on best sellers' lists or the subject of excellent reviews.

Children's and Youth Fiction: The library will follow the same guidelines as above in selecting fiction for children, **youth** and young adults. Special consideration is given to appropriateness. However, the Library cannot assume the responsibility of deciding what a child may or may not read or view. Parents are strongly encouraged to be aware of what their child is reading

Non-fiction/Biography: The library will not select highly specialized material in most fields, especially law, medicine, or science. The non-fiction selection is heavily weighted toward practical volumes, particularly on health and nutrition, hobbies, decorating and history. Children's non-fiction especially will be selected based on book reviews and requests. Biographies will be purchased most frequently for adult readers unless some are specifically requested for children and youth.

Periodicals: Periodicals will be selected based on community interest and may change depending on usage. The selection of periodicals is also heavily weighted toward cooking, home-making and country living. Periodicals that will be kept more than a few months include Consumer Reports, the Mayo Health Clinic Letter and Our Iowa. Newspapers will be kept for

four weeks and articles from them may be clipped and kept in the Heritage Center's historical collections.

Non-Print Media: The library offers DVDs, story hour kits, puzzles and puppets for check-out. If patrons request other materials they may be acquired as well. DVDs will be current or classic movies. We endeavor to maintain a collection of family-friendly movies. However, current movies that may have R ratings are also acquired. Parents are again strongly encouraged to be aware of what their children are watching.

The Heritage Center is a repository for material culture items related to the history of Beaman and its environs. Such items may be print materials, advertising items or other business memorabilia, photographs, clothing, home furnishings, art, historic films and other man-made artifacts. They will be accepted based on their relevance to the history of Beaman and its citizens and the library's ability to care for and house them.

Government Documents:

Current and archival copies of the Beaman Municipal Code and City Council agendas and minutes are retained in the Heritage Center.

Electronic Media: The library subscribes to Hoopla Digital for the convenience of patrons who wish to borrow ebooks, music and movies.

General Selection Criteria: One or more of the following criteria will be required for materials selected for the library.

Insight into human and social conditions

Suitable content or style for the intended audience

Present or potential relevance to community needs and interests

Contemporary significance or current value

Some relation to the existing collection

Positive recommendations from the public or significantly good reviews

Fills a need in a subject area

Not readily available elsewhere in the community

Meets the need of a special population in our service area

Price and format are consistent with those of the rest of the collection

Limitations: Materials selection is limited by factors such as budget, space, agreements with other libraries, and the content of the existing collection.

Weeding, or Withdrawal from the library collections: Obsolescence, damage, normal wear and tear, and infrequent use make it necessary to periodically withdraw materials from the library's collections. To keep both the information and the appearance of the library fresh, weeding of the collection should be an ongoing process, along with acquisition of new materials. Disposal may be by sale to the public, sale to a second-hand book store, recycling or discarding. The following factors are taken into account before an item is withdrawn:

1. Physical condition
2. Age, based on copyright
3. Frequency of circulation
4. Availability of similar material either in the library or otherwise accessible
5. Whether its absence would leave an information gap in the collection
6. Immediate need
7. Current or potential usefulness
8. Literary merit or Currency/Accuracy of information
9. Value to the community
10. Available space

No library materials will be proscribed or removed from the library because of partisan or religious disapproval. However, concerns about library materials will be taken seriously. For more information about reconsideration of library materials, see the Library's Circulation Policy.

Historical materials collected in the Heritage Center are donations from the public. Such acquisitions should be carefully screened, as they cannot be removed from the collection in the same way as regular library holdings.

Replacement of Materials: Damaged or lost materials will be replaced depending on the availability and cost of replacements as well as the relevance and usefulness of the original item. Patrons that have damaged or lost library materials will be charged for their replacements.

Approved by the Library Board May 10, 2018

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