

COLLECTION DEVELOPMENT POLICY

Community Assessment:

The James Kennedy Public Library is located in the city of Dyersville, Iowa. According to the 2010 census, the population of Dyersville is 4,058. Forty-eight point five percent of the population is male and 51.5% is female. The median age is 40.6 with 75.4% of the population being 18 years of age or older and 22.3% being 62 years or older. Twenty-nine point four percent of the households in Dyersville include children under the age of 18 and 31.6% include individuals aged 65 or older. Ninety-seven point six percent of the population is white and 1.3% of the population is Hispanic. Two point eight percent of the population speaks a language other than English at home. One point five percent speak Spanish at home, and 1.3% speak Asian or other Pacific Island languages. Eighty-four point two percent of residents age 25 or older are high school graduates or higher. Twenty-one point three percent have a bachelor's degree or higher.

James Kennedy Public Library patrons are of all ages and interests. As of January 1, 2012 Fifty-six point six percent of city residents hold library cards. Non-city residents are also frequent library users. Fifty-four point five percent of James Kennedy Public Library cardholders are nonresidents.

In 2005, the Board of Trustees adopted three service priorities – General Information, Current Topics and Titles, and Life-Long Learning. These service priorities are described as follows:

- ✓ General Information: The library provides patrons with a dependable source of reliable information and the assistance they need to make good decisions and succeed as students, workers, and members of the community.
- ✓ Current Topics and Titles: The library provides patrons with access to current and popular materials and programs that stimulate their thinking, satisfy their curiosity, expand their knowledge, and make their leisure time more productive and enjoyable.
- ✓ Lifelong Learning: The library provides patrons with the information, resources, and assistance they need to achieve success in either their schooling or personal independent learning.

These service priorities, which apply to all ages, serve as guiding principles as the library makes selection decisions.

As a participant in the State Library's Access Plus program, JKPL is able to provide interlibrary loan services for patrons with needs outside the scope of the collection

Purpose:

The purpose of the James Kennedy Public Library's collection development policy is to guide the librarians and to inform the public about the principles upon which selection decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.

The responsibility of the library is to serve the entire community; not to promote, and above all, not to censor any particular political, moral, philosophical, or religious convictions or opinions. It is not the purpose of the library to stimulate or cater to trivial, antisocial, prurient, or immoral interests. But no one, least of all a free public library, has the right to judge what another may or may not read, hear, or view.

History shows that many books, which have been most controversial or objectionable to some persons or groups, have, in due course, been recognized to be among those books, which most, rather than least, belong in public libraries. If an idea is truly dangerous or evil, the best protection against it is a public that has been exposed to it and has rejected it.

As the foundation for its collection development policy, the Board of Directors of the James Kennedy Public Library adopts the Library Bill of Rights of the Council of the American Library Association, the Freedom to Read, and the Freedom to View statements.

Responsibility for Collection Development:

Ultimate responsibility and final authority for collection development lies with the Board of Trustees. The Board delegates to the Library Director and senior staff the selection of library materials and the development of the collection.

Criteria for Selection:

The objective of selection is to collect those books and other library materials that will inform, entertain, and contribute to the enrichment of mind and spirit. The collection will be built to meet the needs and interests of the community.

All items considered for inclusion in the library collection will be evaluated based on the following criteria:

- excellence of reputation of the work
- opinion of critics and reviewers
- authority and reputation of author and / or publisher
- accuracy and timeliness
- creativity and vitality
- literary merit
- appeal and relevance to community interests
- format suitable for library use
- suggestions by library users
- price and availability of funds
- relationship to other items in the collection

Recommendations for materials from citizens of the community will be considered carefully. Titles will be added as budget allows.

Selection Resources:

Among the selection tools used by librarians are professional library journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians should also be aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available via the Internet.

The following professional journals are representative of the many aids used for selection of materials: *Booklist*, *Library Journal*, *Horn Book*, and *Voice of Youth Advocates (VOYA)*. In addition, the following works may be consulted: *Public Library Catalog*, *Fiction Catalog*, *Children's Catalog*, *Junior High School Catalog*, and *Senior High School Catalog*.

Scope of the Collection:

The basic policy of selection is to choose the best new materials and duplicate the older titles which have proven their worth.

The James Kennedy Public Library collection includes the following areas:

Adult Fiction

The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of Dyersville. Multiple copies of frequently used titles are provided. Large print and audio copies of some popular titles are also available.

Adult Nonfiction

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons.

- Legal and medical works will be acquired only to the extent that they are useful to the layman.
- Textbooks are not ordinarily purchased by the library.
- The James Kennedy Public Library is a public library and strives to maintain an impartial recognition of all religions while specializing in none. The library is a reflection of the community it serves so collections relevant to some faiths or beliefs may be broader than others.

Periodicals

The library maintains a collection of magazines for informational and recreational reading. Issues are maintained for one year or as space and demand dictate.

Newspapers

Newspapers are selected to provide local, state, regional and national coverage. Local newspapers plus a selection of regional and national titles are purchased. The Dyersville newspaper is kept and purchased on microfilm when such is available. Issues of local papers (Manchester and Cascade) are kept for a minimum of six months. Issues of state, regional or national papers are retained for one month.

Reference Materials

Reference materials provide timely and accurate information on a wide variety of topics. Because of method of use or cost, they are maintained primarily for in-library use only. Many traditional print reference resources have been replaced by electronic resources which are more current and available to patrons even when the library is closed.

Reference Materials in Electronic Format

Many reference tools are purchased in electronic formats that are available online. These materials are selected following the same criteria as print items.

Iowa Collection

Nonfiction books about Dyersville, Dubuque, and Delaware Counties and the State of Iowa are housed in a separate collection. These materials are selected and retained under the following criteria:

- The library attempts to be as inclusive as possible in obtaining books pertaining to the history, economic, social, and cultural life of Dyersville.
- The library makes no attempt to be inclusive in its collection of materials on Dubuque and Delaware Counties or the State of Iowa.
- The library does not collect letters, papers, documents, photos, or other primary resource material of local interest other than books. These materials are collected by the Dyersville Area Historical Society.

Young Adult Print Materials:

The young adult collection provides recreational and educational materials for young adults ages 12 – 18. Multiple copies of frequently requested titles may be provided.

YA Fiction

The library maintains a variety of Young Adult fiction. Award winning titles, titles that deal with current issues and concerns of teenagers, popular authors and titles, and titles requested by the patrons are included in the collection.

YA Nonfiction

The library maintains a nonfiction collection for Young Adults that contains general informational works, browsing items and items are of interest to people in 7th-12th grades, and items that supplement the educational needs of teens.

Children's Print Materials

Children's materials are selected to meet the recreational, educational and cultural needs of children from infancy through age 12. Multiple copies of frequently requested titles may be provided.

Picture Books

These books, in which illustration is as important as text, serve to introduce children to the world of books. The library includes a wide variety for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Juvenile Fiction

The library maintains a variety of children's fiction, from distinguished children's literature to popular and enticing titles that will attract readers of many tastes and abilities. Popular series titles are purchased in response to patron requests and as funding permits.

Juvenile Nonfiction

The juvenile nonfiction collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children preschool age through sixth grade. The library does not provide basic texts or materials needed for schoolwork. It does, however, purchase supplementary materials to enrich the resources available at area schools.

Realia

The realia collection enables children to have hands-on experiences through the use of puppets, puzzles, games, stuffed animals and some toys.

Multimedia:

Computer software:

The library provides word processing, spreadsheet and educational software for use in the building on the public personal computers.

PC Games:

The library maintains a circulating collection of educational, reference and entertainment titles for personal computers on compact disc.

Console Games:

The library provides a console game collection for informational, educational and recreational purposes. The collection is developed for all ages, but no attempt is made to provide a comprehensive collection. Currently Wii games are purchased. Donations of other formats welcome. Based upon changing technology and demand, additional formats may be purchased

Video / DVD :

The library provides a video/DVD collection for informational, educational and recreational purposes. The collection is developed for all ages, but no attempt is made to provide a comprehensive collection.

Audio / Spoken:

The audiobook collection, in cassette and compact disc formats, is intended to fill the recreational and informational needs of adults, young adults and children. Both abridged and unabridged formats are included with unabridged being preferred. No attempt is made to provide a comprehensive collection.

The Library seeks to draw upon the collections and resources of the Iowa Library Services so as not to unnecessarily duplicate services and materials. Interlibrary loan will be used to secure from other libraries those specialized materials.

Maintaining the Collection:

In order to provide an up-to-date, current, readily accessible, and attractive collection of materials, the library collection will be weeded on a continuous basis, following a schedule developed and implemented by the library director and staff.

Weeding will be performed by the library staff with final judgment as to whether an item should be pulled resting with the Board of Trustees. Such responsibility has been delegated to the Library Director and senior library staff

Items to be weeded will be determined according to the following general criteria. The titles will be judged based on their most recent copyright, the most recent circulation date, and whether they are “MUSTY”...(M-Misleading...and/or factually inaccurate; U-Ugly...worn and beyond mending or rebinding; S-Superseded...by a newer edition or by a much better book on the subject; T-Trivial...if no discernible or scientific merit; Y-Your collection has no use for this book.... irrelevant to the needs and interests of the community).

Following this preliminary check, the materials which are being considered for withdrawal will be checked against the *Fiction Catalog* – for fiction materials, and the *Public Library Catalog* – for non-fiction materials, to ensure that items which are considered essential for public libraries are not removed.

Children’s and YA materials will be weeded following the same general criteria, after being checked against *Children’s Catalog*, *Junior High Catalog*, *High School Catalog*, *Fiction Catalog*, *Public Library Catalog*, and various Award winner lists. The Youth Services Librarian has the responsibility for selecting and weeding these areas.

Media (audio / video) materials will be weeded following the same general criteria. The Assistant Library Director has the responsibility for selecting and weeding the media collections.

This policy presents general guidelines for collection maintenance. It cannot replace or usurp the practical knowledge of the librarians. Materials may still be returned to the shelves at the librarian's discretion.

CLASSIFICATION	LAST CIRC (years)	COPYRIGHT (years)	Notes
Adult fiction	3 years	Doesn't apply	
000 (general topic)	3 years	10 years	
100	3 years	10 years	
200	3 years	10 years	
300	3 years	10 years	
300 (almanacs)	3 years	5 years	
400	3 years	10 years	
500	3 years	10 years	
600	3 years	5 years	
700	3 years	Doesn't apply	
800	Doesn't apply	Doesn't apply	Classic literature kept
900 travel	3 years	5 years	
900 history	3 years	Doesn't apply	
900 personal narrative	3 years	10 years	
Biography (popular)	3 years	Doesn't apply	
Biography (historical)	3 years	Doesn't apply	
Young Adult fiction	Turnover rate	Doesn't apply	
Children's fiction	Turnover rate	Doesn't apply	
Media (audio/video)	3 years	Doesn't apply	

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Some areas of the collection may be weeded more frequently or more stringently due to space constraints.

Comments and Criticism:

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the library's collection will be objectionable to some people in the community. The library in a very real sense belongs to the whole community – to the minority as well as the majority.

A patron who objects to specific books or other library materials shall be directed to complete the form, "Request for Reconsideration", available from the librarian. The following steps will be followed in responding to any request for reconsideration:

1. After receipt of a "Request for Reconsideration" form, a committee comprising the Library Director, the Library Board's Vice President and Secretary, and, at the Board's discretion, a fourth person, will convene.

2. The committee will check appropriate review journals, the Kennedy Library's Collection Development Policy, and make a decision on the request.
3. The book in question will be kept off of the shelf and out of circulation during the review process.
4. The Library Director will send a letter to the patron explaining the decision.
5. If the patron wishes to appeal the decision, he or she must bring the appeal to the Library Director, who will notify the Board at their next regular monthly meeting, and will place the appeal on the agenda of the following regular Board meeting, thereby allowing at least one full month for Board consideration.

The library staff and the Library Board welcome comments and criticisms of the collection as a whole or of individual items. Persons are welcome to meet with the Director or attend Library Board meetings to discuss the statement of purpose, selection policy, library collection as a whole, and individual items in the collection or available through the library.

Revision of Collection Development Policy:

The policies stated above may be changed at any time upon a two-thirds vote of the full Board of the James Kennedy Public Library.

Reviewed/revised 5/91; revised 2/02, 7/02, 10/02, 4/06, 1/2012

REQUEST FOR RECONSIDERATION

Date: _____

Request initiated by:

Name of individual: _____

Address: _____ Phone: _____

Complainant represents:

Person: _____

Group or organization: _____

Please complete the information requested below. You may do so on this form, or in a separate document. If including other items, please be sure to include this signed form.

1. Identify the item you are objecting to. Please be sure to include enough information for us to readily identify the item in question. For example, if it is a book, please indicate author, title and publisher; if it is a magazine, be sure to include specific issue; if it is a video, please indicate title and publisher; etc.

2. Why do you object to this item? Please include specific details. (pages, content, words, pictures, etc.)

3. What do you think might result from someone reading this book, viewing this video, etc.)

4. For what age group would you recommend this item?

5. Is there anything good about this item?

6. Did you read / view / this entire item?

If not, what parts did you review?

7. What do you believe is the theme or purpose for this item?

8. Are you aware of the judgment of this item by professional critics?

9. Have you seen or heard reviews of this item? If so, which one(s)?

10. What would you like your library to do about this item?

Signature of Complainant

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