

COLLECTION DEVELOPMENT POLICY

Community Assessment:

The James Kennedy Public Library is located in the city of Dyersville, Iowa. According to the 2017 population estimates from the US Census Bureau, the population of Dyersville is 4,225. Fifty-one point three percent of the population is male and 48.7% is female. The median age is 42.3 with 76.1% of the population being 18 years of age or older and 20% being 65 years or older. Twenty-five point five percent of the households in Dyersville include children under the age of 18 and 30.4% include individuals aged 65 or older. Nine-seven point seven percent of the population is white, 1.9% is Hispanic and .4% is black or African American. Two percent of the population speaks a language other than English at home. One point seven percent speak Spanish at home, and 0.3% speak other Indo-European languages. Ninety-one point five percent of residents age 25 or older are high school graduates or higher. Twenty-four point two percent have a bachelor's degree or higher.

James Kennedy Public Library patrons are of all ages and interests. Based on 2017 estimates from the US Census Bureau and the current number of JKPL library card holders, as of November 1, 2019, fifty seven percent (57%) of city residents hold library cards. Non-city residents are also frequent library users. Fifty-one point four percent (51.4%) of James Kennedy Public Library cardholders are nonresidents. (This includes libraries as card holders for Interlibrary Loan tracking.)

In 2015, as part of Strategic Planning for Results, the Board of Trustees adopted three library service responses – Know Your Community / Make Informed Decisions; Stimulate Imagination / Satisfy Curiosity / Express Creativity; and Visit a Comfortable Place. These service priorities are described as follows:

- ✓ Know Your Community / Make Informed Decisions:
 - Know Your Community: Community Resources and Services – Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.
 - Make Informed Decisions: Health, Wealth, and Other Life Choices – Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.
- ✓ Stimulate Imagination / Satisfy Curiosity / Express Creativity:
 - Stimulate Imagination: Reading, Viewing, and Listening for Pleasure – Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.
 - Satisfy Curiosity: Lifelong Learning – Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
 - Express Creativity: Create and Share Content – Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.

- ✓ Visit a Comfortable Place: Physical and Virtual Spaces - Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

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 (InterLibrary Loan) program, JKPL is able to provide interlibrary loan services (borrow items from other libraries in Iowa or the United States) for eligible 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, educate, entertain, and contribute to the enrichment of mind and spirit. The collection will be built to meet the needs and interests of the community. Nontraditional items, such as those collected for the Library of Things, are referenced in this policy but are more specifically addressed in the Library of Things Collection Development and Circulation Policy.

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. Items 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, other works may be consulted, including but not limited to the following: *Public Library Catalog Core Collection: Nonfiction, Fiction Catalog, Children's Catalog, Junior High School Catalog*, and *Senior High School Catalog*. Library staff responsible for selecting use their own judgement in deciding which resources best fit their needs in selecting for the JKPL.

Scope of the Collection:

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

The James Kennedy Public Library collection includes the following areas:

Adult Fiction (Print)

The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, informational, and entertainment needs and interests of the adult population of Dyersville. Multiple copies of frequently used titles

may be provided. Large print, eBook, audio, and eAudio copies of some titles may also be available.

Adult Nonfiction (Print)

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of the adult population of Dyersville. Large print, eBook, audio, and eAudio copies of some titles may also be available.

- 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 (Print)

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 (Print)

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 (Print)

Reference materials provide timely and accurate information on a wide variety of topics. Because of method of use or cost, they may be maintained primarily for in-library use only or may be circulating. 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. The library is very selective in what they add to the print reference collection.

Reference Materials in Digital Format

Some reference tools are purchased in digital formats which are available online. These materials are selected following the same criteria as print items.

Iowa History and Local Genealogy Collection

Nonfiction books about Dyersville, Dubuque and Delaware Counties, and the State of Iowa are housed in a separate collection. This collection also includes family histories and genealogies of local interest. 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)

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 that are of interest to people in 7th-12th grades, and items that supplement the educational needs of teens.

Children's (Print)

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 may, however, purchase supplementary materials to enrich the resources available at area schools.

Read-Alongs

Read-alongs are children's materials that include the print book along with some form of audiobook. The library collection is primarily intended for children up to 2nd grade but selections for other ages may be added if deemed appropriate by the selector.

Library of Things and Realia

The Library of Things is a collection of non-traditional library items that complement the JKPL's mission. Types of Things included in this collection are Home Improvement and Assistive Devices, Audiovisual Equipment and Electronics, Science and Technology Kits, and Recreation and Crafting Tools. The Library of Things is not intended to be comprehensive and the library is limited by storage space and budget available. Please see the Library of Things Collection Development and Circulation Policy for more details.

Multimedia:

Computer software:

The library provides word processing, spreadsheet and educational software preloaded on the public access computers.

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, WiiU, Xbox One, and Xbox 360 games are purchased. Donations of other formats are welcome only if enough are donated that the library is able to start a circulating collection. Based upon changing technology and demand, additional formats may be purchased.

Video (DVD, BluRay, etc.):

The library provides a video collection for informational, educational and recreational purposes. The collection is developed for all ages, but no attempt is made to provide a comprehensive collection. Items are primarily purchased in the DVD format. BluRay and donations in other formats may be added to the collection at the discretion of the librarian in charge of this collection.

Audio / Spoken:

The audiobook collection, in compact disc and playaway format, 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.

Launchpads / Tablets with installed programs:

The Launchpad / tablet collection is intended to fill recreational, informational, and early literacy needs of children in an interactive format. No attempt is made to provide a comprehensive collection.

Creation Station / Active Learning Collection:

The JKPL provides access to materials, collections and equipment to promote active learning. These items are intended for in-house use for learning, creating, making and doing. They are generally focused upon the areas of STEAM (Science, Technology, Engineering, Art, Math), Do It Together and Do It Yourself activities. Items included in this collection include such things as robots, circuits, LEGOs® or other building materials, craft supplies and equipment, etc. There is some cross-over between this collection and the Library of Things. No attempt is made to provide a comprehensive collection.

Digital Collections:

The JKPL provides access to materials in digital formats, including but not limited to eAudio, eBook, eMagazine, and downloadable music. Items in these collections are generally provided through consortia agreements but where the JKPL has selection authority, the criteria for the comparable print format will be utilized in making the selection decisions.

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

Collection Maintenance:

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 or turnover rate, 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 item on the subject; T-Trivial...of 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 from the adult collections may be checked against the Core Collection Guides: *Fiction Catalog* – for fiction materials, and the *Public Library Catalog: Nonfiction* – for non-fiction materials, or other core resource books. Maintenance of the adult collections is the responsibility of Library Director and / or the staff member(s) specifically assigned by the Library Director.

Children and YA materials will be weeded following the same general criteria. Items considered for removal may be 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 and the Young and Emerging Adult Librarian have the responsibility for maintaining these collections.

The Library of Things collection(s) will be weeded following the same general criteria. Maintenance of these collections is the responsibility of the staff member(s) specifically assigned.

Items in the multimedia collections will be weeded following the same general criteria. Maintenance of these collections is the responsibility of the staff member(s) specifically assigned

Gaming materials (board and console) will be weeded following the same general criteria. The Young and Emerging Adult Librarian has the responsibility for maintaining the gaming collections.

Creation Station / Active Learning Materials will be weeded following the same general criteria. Maintenance of this collection is the responsibility of the staff member(s) specifically assigned

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, or culled sooner due to space constraints or other issues. The following chart provides general guidance on with items should be considered for culling.

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	
Iowa History & Genealogy Collection	Doesn't apply	Doesn't apply	This collection is generally only culled based on condition
Media	2 years	Doesn't apply	
Games and other selective realia	1 year	Doesn't apply	Some items do not circulate so will be evaluated by condition only
Active Learning / Creation Station	3 years	Doesn't apply	Some items are used in-house only so will be evaluated by condition only
Library of Things	3 years	Doesn't apply	

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 library staff. The following steps will be followed in responding to any request for reconsideration:

1. After receipt of a "Request for Reconsideration" form, a committee comprised of the Library Director, the Library Board's Vice President and Secretary, and, at the Committee's discretion, a fourth person, will convene.
2. The committee will check appropriate review journals, the James Kennedy Public Library's Collection Development Policy, and make a decision on the request.
3. The item 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.

Reviewed/revised 5/1991; revised 2/02, 7/02, 10/02, 4/06, 1/2012, 6/2015, 2/2019, 11/2019

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

Reviewed/revised 5/91;
revised 2/02, 7/02, 4/2006, 1/2012, 6/2015
Reviewed 2/2019, 11/2019