

2.1 Library Collection Management

Adopted: June 1993

Amended & Reapproved: September 1997; November 2006; September 16, 2009;
March 17, 2010; February 19, 2014; March 22, 2017; August 19, 2020

The Council Bluffs Public Library strives to inform, enrich and empower our community.

I. PURPOSE

This Collection Management Policy provides board-approved guidelines for the library staff to most effectively use the Library's financial resources to fulfill the present and anticipated needs of the community it serves.

The purpose of this policy is to recognize the diverse library needs of all citizens and to provide on equal terms, free, open and equal access and to provide service to all individuals and groups.

It incorporates the library's goals and objectives, the principles of the Library Bill of Rights, the Freedom to Read and View statements and the Free Access to Libraries for Minors.

II. SELECTION CRITERIA

Materials are selected in accordance with the mission and goals of the library, the varied interest of our patrons, budgetary and space constraints.

Materials will be selected using professional judgment and standard selection tools.

The Library Bill of Rights will be the basis in the Collection Management process.

Scope of the collection is intended to offer all persons a choice of format, treatment and level of difficulty so that the majority of the cultural, informational, educational and recreational needs of the individual user can be met.

Emphasis is placed on works of general interest. The library does not attempt to acquire textbooks or other curriculum related materials except as such materials contribute to and serve the needs of the general public.

The addition of material to the library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

Multiple copies of heavily requested titles will be purchased to meet community needs.

III. RESPONSIBILITIES FOR MATERIALS SELECTION

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The Director delegates the authority and responsibility for collection development and management to the appropriate department heads. However, ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Library Board.

IV. WEEDING

The library's collection should be evaluated on a continuing basis for retention, replacement, or withdrawal in order to improve the accessibility of the remaining materials, enhance the appearance of the collection and help improve the overall circulation and turnover rates of materials.

Weeded materials become surplus property and may be, at the discretion of the Library Director, donated, disposed of, or sold by the Friends of the Library for fund-raising purposes.

VI. AREAS OF SELECTION

Funds for materials are reviewed and allocated at the beginning of the fiscal year.

Circulation statistics of the previous year are considered when allocating funds to the selection areas.

Selection involves striking a balance between demand for current, highly requested titles and the need to maintain and develop a collection of standard work of lasting value. Patron requests will be given strong consideration.

A. Adult Nonfiction

While most non-fiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain. Balance is a consideration and controversial materials are selected covering various aspects of both sides of an issue if available. Medical and law materials are selected to be suitable for the layperson.

B. Adult Fiction

The library features current, high-demand, high-interest fiction for persons of all ages. A large percentage of the collection is devoted to current high-demand novels and best sellers in a variety of genres. Collections of popular titles in special formats will be maintained.

C. Youth Materials

The library provides children, and adults working with children, with materials in all formats which encourage an interest and pleasure in reading and learning.

D. Young Adult

The Library provides a browsing collection, in various formats, of high-interest, high-demand fiction and non-fiction materials. Since these readers vary widely in maturity,

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ability and background, the materials selected vary to reflect a range of subjects and reading levels.

E. Reference

The Reference collection includes timely, accurate and useful information in many formats in selected areas of interest to community residents and businesses. The library strives to provide a comprehensive local genealogical collection. Inclusion in the Reference Collection is determined by factors such as cost, complexity, format, authoritativeness, frequency of use and indexing.

F. Periodicals/Newspapers

Periodicals may also be acquired in response to public interest and general usefulness to the collection.

G. Special Collections

The library maintains a special collection of local history. Since this is a static collection and space is an issue, development and additions to Special Collections will be limited to materials dealing with the immediate Council Bluffs and Pottawattamie County area.

H. Audio-Video and Electronic Resources

The library provides audio-visual and electronic materials/access to meet the entertainment and informational needs of the community. Physical or digital formats may be added to the collection as they become generally available and public demand warrants.

VI. GIFTS AND MEMORIALS (Bd. Approved – 3/18/15)

VII. APPENDIXES

- A. Library's Mission Statement and Goals
- B. Library Bill of Rights
- C. Free Access to Libraries for Minors
- D. Freedom to Read Statement
- E. Freedom to View Statement
- F. Requests for Reconsideration