**Collection Policy**

Sergeant Bluff is a suburban Iowa community situated in northwest Iowa in Woodbury County. Sergeant Bluff’s population of approximately 4500 is predominantly agricultural.  The Sergeant Bluff Public Library serves the city of Sergeant Bluff.

The Sergeant Bluff Public Library authorizes lending to non-residents of the city or county.

1.  By lending the books or other materials of the library to non-residents on the same terms and conditions as to residents of the City or County, this may be done through the state Open Access program or by a city contracting for library service. Open Access Program does not include check out of E-books.

1.02 STATEMENT OF PURPOSE

The Sergeant Bluff Public Library has set forth the following statement of purpose to provide a direction for public library service in Sergeant Bluff and the surrounding rural area.

1.  To meet the information, cultural, and recreational needs of all ages through a variety of media.

2.  To facilitate informal self-education of all people in the area.

3.  To enrich and further develop the library as a recreational, cultural, and educational resource for the community.

4. To encourage the constructive use of leisure time by providing a wide variety of materials and services for reading, viewing and listening.

5. To provide a library staff that is knowledgeable, courteous, friendly, helpful and sensitive to the needs of library users.

6. To provide the materials and services free of charge with the following exceptions:  
  a. $2.50 to help pay the return postage cost of an Interlibrary Loan

1. copies are .25 for black and white, .50 for color
2. Printing from computer .25 for black and white, and .50 for color.
3. Copies and printing is .10 for black and white and .25 for color for school projects.

It is with these purposes that a collection development policy was developed.

1.03 SELECTION PHILOSOPHY

Materials for the library collection are chosen for a wide variety of reasons.  These include information, self-education, and the recreational pursuits of library users.  The decision to add an item to the collection by purchase is usually the result of selection based on demand or need.

[1] Selection Based on 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.  We feel that the library patron is an important part of the selection process. Other high demand items include best sellers and active subject areas.

[2] Selection Based on Need: A certain amount of the material added to the library collection is for the purpose of updating and further developing certain subject areas.  The library director is constantly gathering information concerning the needs of library users. Information is collected by means of surveys, monitoring circulation statistics and inter-library loan requests and patron input.  Material added in this manner is selected from reviews, availability lists, vendors’ catalogs, bibliographies and local experts. The library attempts to present a representative selection of materials that present all sides of an issue.  The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position. We recognize that as a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community.  In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors.  The library should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval.  The librarian acts as agent of the Board of Trustees in book selection.

The Sergeant Bluff Public Library supports the LIBRARY BILL OF RIGHTS as adopted by the American Library Association Council January 23, 1996, and the FREEDOM TO READ statement as adopted by the ALA Council and the AAP Freedom to Read Committee, June 30, 2004, both of which are included and intended to be a part of this policy statement.

[3] The Freedom to Read

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 other 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. And 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 towards 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 which 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 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 on the basis of 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.  But 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 which 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 presupposed that individuals must be directed in making up their minds about the ideas they examine.  But 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.  But 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 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. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.)

[4]   Library Bill of Rights

We support the American Library Association in its affirmation that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. 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.

2. 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.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

6. 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 by ALA June 18, 1948. Amended February 2,1961 and January 23, 1980, inclusion of “age” reaffirmed January 23, 1996 by the ALA Council.)

1.05 RESPONSIBILITY FOR MATERIALS SELECTION

The responsibility for materials selection and the development of the library collection rests with the Library Director, who works under the authority of and the policies determined by the Board of Trustees.

The City Code of Sergeant Bluff bestows the responsibility for purchases upon the Library Board (Code of Iowa Section 336.8(5)).  The By-Laws of the Library Board grant the authority to the director(s).

1.06 SELECTION GUIDELINES

[1] Children's books. Books for children and other material expressly purchased for children are selected to provide reading for reading's sake and to provide information of interest to children of varied fields of knowledge.  Selection based on demand or need is practiced in acquiring children's materials.

 [a] Easy/Easy Reader materials are intended to serve the needs and interests of pre-school age children and beginning readers.  They are marked with an "E" before the call number.  These materials are intended to foster an enjoyment and appreciation of reading and being read to for young children.

 [b] Juvenile materials are selected for children from the third grade through the sixth grade in elementary school.  These materials are marked with a "JF" before the call number.  They should provide ample resources for reading for pleasure and information.  They should be suited to a wide variety of interests for this age level.  Special attention should be given to these materials in terms of appeal to the intended readers.  Illustrations, type, text, binding, and paper should combine to produce an integrated and attractive format.  The subject and vocabulary should be suited to the appropriate reading and comprehension level.

 [c] The young adult / Teen materials are intended to serve patrons between the ages of 12 and 18 (i.e., junior high and high school age).  These materials are marked with a "YA" before the call number.  These materials should entice and encourage young and often reluctant readers, increasing their sense of enjoyment in reading.  Special attention is given to materials of particular interest to this group, including teenage stories of adolescence and growing to maturity, and so forth.  Young adults are encouraged to use the adult non-fiction collection.

Responsibility for the reading materials of minors rests with their parents and legal guardians.  Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials their parents consider inappropriate.

[2] Adult Book Collection.   The general adult book collection is mainly developed through the selection of materials based on demand, need, and information.  There are other criteria that affect the selection process.  The library does not add abridged versions to the collection.  The library does not support educational curriculums through the purchase of textbooks. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective. Price, accuracy, and timeliness are other factors influencing selection.  The library does not generally purchase out-of-print materials for the collection.

 [a] Fiction. The fiction collection is intended to meet the needs and interests of readers with widely differing tastes, interests, and reading levels.  The collection includes representative novels, short stories, and light fiction of the past and present, including character studies, biographical, psychological, and historical novels, humor and satire, mystery, suspense, westerns, science fiction, fantasy, and so forth.  The library does not seek to include weak or incompetent writing, nor that which is merely sensational, morbid, or erotic.  If an item meets other criteria listed in this policy, it may be included in the collection even though the author has felt it necessary to use vulgar language or frank detail in accomplishing his or her purpose. Occasionally, a desired item may only be available in a paperbound edition.  These paperbacks will be treated as special items in the collection requiring only minimal processing.

 [b] Non-Fiction. The library's non-fiction collection is intended to serve a wide variety of interests and a diversified clientele.  Books of high current interest, which may be of only temporary use in the collection, are purchased if their timeliness gives them relevance and importance.  Likewise, books of potential or long-range usefulness, for which current demand is low, may be included.  The library seeks to purchase materials appropriate for independent learners in the community.

 [c] Reference Books.  Reference books tend to be very expensive and quickly out-dated. Nevertheless, within the limitations of budgetary constraints the library will seek to provide a reference collection appropriate to the needs of the citizens of Sergeant Bluff and its surrounding area. The library will provide access to as many directories as is feasible. Students in the Sergeant Bluff-Luton school district have access to online databases for educational purposes that can be used in the library, or accessed through the school’s website.

 [d] Government Documents. The library will maintain a basic, minimal collection of most frequently used government documents for local use.

 [e] Local History.  The library will seek to acquire and maintain any item(s) of local interest.  This includes any item about the area or including information of local interest as well as any item written and produced by individuals or groups from Woodbury County areas.  The collection and preservation of local history material is generally confined to the printed word. The library does not attempt to include artifacts as part of the collection.

[3] Non-Print Materials.   Given the aforementioned budgetary constraints, non-print materials will be added to the collection when possible.  Selection of these materials will be performed in a manner consistent with the criteria previously set forth in this policy.

 [a] Sound recordings.  Sound recordings in the form of music CD’s and books-on-CD are purchased as funds permit, using the same selection criteria as print material.

 [b] DVD’s.  DVD’s will be purchased as funds permit. Video material is added to the library's collection in a manner consistent with patron demand and budget constraints.  The library attempts to acquire its material in the dominant or most popular format.  Selection of titles for the collection is made by the Library Director with input from the public.

 [c] Computer software.  Computer software will be purchased as funds permit.

[4] Other Print Material

 [a] Periodicals.  Periodicals are added to the collection on the basis of need and demand.  Prime consideration is given to periodicals that fill a particular void in the library's collection of information.

 [b] Newspapers.   Newspapers are an important source of information and news.  The library attempts to provide a balanced viewpoint with a variety of titles. Subscriptions will be added as budget allows.

 [c] Pamphlets.  General selection criteria apply to the selection of pamphlets. The library does not include pamphlets which distort facts for purposes of propaganda, or which contain undue commercial intrusions, or which contain misleading statements.  Pamphlets which include a clear indication of responsibility for publication are preferred over anonymous materials.

 [d] Paperbacks are purchased by the library to provide an extra dimension in services.  We recognize the fact that a certain percentage of library users will read only paperback material.  Selection is based on popular demand.  Paperback editions may be purchased for the regular collection to provide extra copies of popular items, when the subject area is of transitory interest or if the hardback cost is considered excessive compared to its usefulness.  Donated paperbacks may be accepted and made available for circulation.

 [e] Legal, Medical and Religious Works.  These materials are purchased by the library. However, the library will generally acquire only those works that would be of interest to the layman.

**Gifts**

The library encourages the gifts of books, magazines, and other materials with the understanding that they will be included in the collection only if they meet a need as determined by the criteria and also meet the criteria for selection outlined in this policy.  The donor will receive a receipt for tax purposes if requested.  When the library receives a cash gift for the purchase of memorial books, equipment, or other materials, the selection will be made by the director in consultation with the donor.  The name of the donor and person memorialized will be entered on the book plate if desired.  Gift materials shall meet the same criteria as other materials which are selected for purchase by the library.  All gifts are accepted with the following stipulations:

1. The library retains unconditional ownership of gifts.

2. The library makes the final decision on the use or disposition of gifts.

3. The library reserves the right to determine the conditions of display, housing, and access to gift materials.

4. Memorial gifts may be discarded at the discretion of library director after analysis using the criteria of the Weeding Policy.

5. Exceptions to the above conditions must be approved in writing by the Library Board of Trustees.

**Weeding Policy**

The library maintains an active program of "weeding” the library collection.  Material that is no longer used, worn, damaged, outdated or duplicates may be removed from circulation.  Other factors taken into consideration are frequency of circulation, community interest, and availability of other material on the subject. A continuous weeding program represents a conscientious effort to keep the collection representative and suited to the present needs and interests of the community.  Weeding should be thorough and consistent.  Materials are to be withdrawn from the collection when they are no longer in usable physical condition, or when the contents are no longer useful or valid.  Generally, a professionally accepted method will be employed for maintenance of the collection.  Such a method is the CREW Method (Continuous Review, Evaluation, and Weeding) that “integrates all the processes into one smooth, streamlined, and ongoing routine that assures that all the necessary indirect services are accomplished in an effective way.” (p.3, The CREW Method by Belinda Boon) Items which are unique and irreplaceable may be stored in limited-access areas to prevent unnecessary future wear, rather than being withdrawn.  Memorial gift items are to be withdrawn according to the policy regarding gifts.

**Requests for Reconsideration**

Once an item has been selected, it will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set forth in this policy statement.  Patrons who wish to object to materials in the library's collection may do so by requesting and completing a "Citizen’s Request for Reconsideration of Materials” form.  The library welcomes such interest in its collection and assures patrons that all written requests for reconsideration will be given serious attention.  Completed "Request for Reconsideration” forms are evaluated by the Library Board of Trustees, who will review the request and the challenged material.  The Library Board of Trustees will respond in writing to the complaint. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

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