

Adopted 1990  
Reviewed 1992  
Reviewed 1997  
Revised April 2005  
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Amended October 2014

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## Collection Development

### Roles:

- Primary: Popular materials for ALL patrons.
- Secondary: Reference: Using Ames reference and the Interlibrary loan for up to date reference information not in our collection.

### General Guidelines:

The purpose of this materials selection policy is to guide librarians and to inform the public about the principles by which selections are made.

The library recognizes the recreational reading needs of the community. Materials are selected not only for their permanent value, but also because of community demand. It is the obligation of their tax-supported library to provide these materials. The fact an item will not be popular within a few years is not important in responding to what the public is interested in now.

Selection is a judgmental interpretive process involving a general knowledge of the subject and its importance, familiarity with the materials in the collections, and recognition of the needs of the community.

The library provides materials representing all approaches to public issues of a controversial nature. The librarian and the trustees are aware that one or more persons may take issue with the selection of any specific item and welcome any expression of opinion by patrons, but do not undertake the task of pleasing all patrons by the elimination of items purchased under guidance of the expressed policy. The library will provide a resource wherein the individual can examine many points of view and make his or her own decisions. This is one of the essential purposes of the library.

### Specific Considerations

1. The library does not attempt to acquire textbooks or other related materials except materials that serve the general public.
2. The library provides materials in any format which helps meet its objectives. Formats may include: books, periodicals, pamphlets, pictures, maps, atlases, audio recordings, and video and compact discs.
3. Materials that are no longer useful in the light of stated objectives of the library are systematically weeded from the collection.

4. collection, including reviews, vendor catalogs, patron recommendations, and or popular demand.
5. The New Virginia Public Library supports the LIBRARY BILL OF RIGHTS and the FREEDOM TO READ statement (appendix A and B).
6. Complaints about items in the New Virginia Public Library collection are dealt with according to the procedure set forth in appendices C and D.

#### Responsibility for Material Selection:

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

#### Adult Materials:

Great attention is paid to meet the demands of the public. Taste in fiction is a personal matter; what one person finds moving and effective another may regard as trash. It is not the place of the library to dictate the taste of its patrons.

Records of families or family genealogies of New Virginia are acquired.

We purchase Warren County histories and keep a file of local history. The library maintains an Iowa collection of books written about Iowa.

The library is unable to keep up with rapidly changing technical subjects such as computers, medicine, law and science, but does provide GALE, which is a database that that can be used to research these topics. Some reference books on each subject will be kept in the nonfiction section. The library will emphasize the use of the Internet to obtain information on these topics and will recommend Web sites for research.

#### Reference Materials:

Reference material is selected with the goal of satisfying the majority of the routine information needs of the community. Questions that fall beyond the limits of the collection are referred through regional, state, and national shared resources to provide satisfactory information to the patron.

#### Periodicals:

Periodicals are selected on the basis of patron interest. Newspapers are not a part of the collection at this time.

#### Puzzles:

Puzzles are for both circulation and in-library use. Gifts are the primary source of the puzzle collection.

#### Religious Works:

Religious material will be accepted as gifts, but will not be kept in the collection if not circulated.

#### Young Adult:

This area of the library provides a collection to meet the special concerns, interest, and reading abilities of this age group.

#### Children's Material:

The Children's Department provides books and other materials for the very young child and the growing child through approximately the sixth grade. Materials are selected to excite the pre-reader, beginning reader, and to fill recreational needs.

Materials in areas of social and personal awareness and of cultural and sociological concerns are chosen at all levels in both fiction and non fiction, reflecting current as well as traditional values.

#### DVD/Audiobooks:

DVD/Audiobooks will be purchased as funds permit. Video/Audio 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.