

DAVENPORT PUBLIC LIBRARY

MATERIALS SELECTION POLICY

PART I: GENERAL MATERIALS SELECTION

PRINCIPLES

The Board of Trustees considers reading, listening, and viewing to be individual, private matters and that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

The collection will provide individual access to information and materials in various formats to serve a wide variety of needs:

Library materials are selected for values of interest, information and enlightenment of all the people of the community. The library will not exclude any material because of the race, nationality, or the political or religious views of the writer. The library will provide the fullest practicable range of material presenting all points of view concerning the problems and issues of our time, international, national and local. Materials of sound factual authority will not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

The selection of any material for the library's collections does not constitute an endorsement of its contents. The library recognizes that some materials are controversial, and that any given item may offend some patrons. Selection decisions are made solely on the merits of the work in relation to the collection and the needs and interests of the community.

The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

The Board recognizes that library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries and electronic and other methods of information access are valid and necessary ways of meeting patron needs.

RESPONSIBILITY

The responsibility for the selection of books and other library materials lies with the Library Director, acting according to the general policies established by the Library Board of Trustees. The Director delegates this responsibility to the Associate Director who works closely with a Selection Committee composed of professional and paraprofessional staff.

SELECTION CRITERIA

Factors considered when adding specific materials or resources to the Library collection include, but are not limited to:

- Accuracy of the information
- Compatibility with the library's technology
- Relation to other material on the subject in the present collection
- Current or historical significance of author or subject
- Popular demand and current trends
- Present and potential relevance to community needs
- Balance of viewpoints in the collection
- The nature of the media and the technical quality of production
- Availability of funds and space
- Professional judgment
- Available formats

Sites selected from the Internet and linked to the Library's homepage are subject to the same selection criteria as other materials.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives.

GIFTS

Gift items are subject to the same selection criteria used for purchased materials. The Library's selection specialists reserve the right to refuse to accept and/or to dispose of items which do not meet these criteria. While donors are welcome to specify subject area for their donations to be spent on, the selection of specific titles remains the responsibility of selection specialists. The Library retains the right to remove memorials and other gifts from the collection when deemed appropriate due to poor condition, lack of patron interest, inaccuracy of the information contained, or any other criteria.

MAINTENANCE OF COLLECTION

Weeding and replacement of materials is an ongoing process and decisions are based on the overall goals and mission of the Library. They are intended to keep the collection viable and useful. De-selection (or weeding) criteria include:

- Condition
- Space limitations
- Accuracy
- Relevance
- Popularity

CONCERN ABOUT LIBRARY RESOURCES

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the Library's collection and gives serious consideration to each person's or group's opinion. The Library Director reviews comments or complaints and evaluates the individual's or group's recommendation using the Library's Materials Selection Policy as a guideline.

PART II: SPECIAL COLLECTION SELECTION POLICY

The Richardson-Sloane Special Collections Center supports three major areas of activity, comprised of the:

- Local History & Genealogy Center
- Government Information Center
- Periodicals Center

Because some materials in Special Collections are intended to serve a long-term purpose, materials are selected on the basis of future interest and research potential as well.

Local History and Genealogy Center

Davenport Public Library collects, on a priority basis, any materials about Davenport and Scott County. These materials may be in any format.

Materials from the fourteen counties in Southeastern Iowa (Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Muscatine, Van Buren, Wapello, and Washington) and from Iowa in general are collected on a selective basis. Major factors considered in their selection are (1) their value in providing background information for researchers interested in Davenport history, and (2) patron demand. Primary source materials such as photographs and archive and manuscript collection will be collected only for Davenport and Scott County.

Davenport Public Library acquires, on a selective basis, materials which help patrons trace their ancestors in Davenport, Scott County, and Iowa. Materials which cover other states on the Iowa migration routes, as well as bibliographies and research guides, will be collected to the extent the budget allows.

The Davenport Public Library is fortunate in having the Scott County, Iowa Genealogical Society collection housed in the Library. While every attempt is made to avoid duplication of items in the SCIGS collection, some items are so basic to any genealogical collection, that the Davenport Public Library will purchase a copy even if SCIGS has already done so, in the event that SCIGS ever decides to remove their collection from the Library.

Government Information Center

Davenport Public Library serves as a selective depository for federal documents. The selection profile is re-evaluated annually based on patron requests, use statistics, and both patron and staff recommendations.

The majority of documents are retained for five years and then discarded, following the Federal Depository Library Manual.

DONATIONS TO THE RICHARDSON-SLOANE SPECIAL COLLECTIONS CENTER

Gifts and bequests of local history and/or genealogy materials will be accepted with the understanding that they will be judged on the basis of their relevance to the collection.. While many items in Special Collections are rare books, it is not our intention to create a rare book collection. Rare books donated to DPL which do not fit with the Library's collection development goals will be offered to the University of Iowa, or other appropriate institutions, where they will be more in demand and can be properly preserved.

Donors of artifacts will be referred to the Putnam Museum or other appropriate institution. Due to space constraints and existence of alternatives such as microfilm and photocopying, the Library will retain duplicates only if they are considered necessary to insure future availability of the information they contain.

Due to their unique nature, donations of primary source materials are subject to specific procedures and guidelines. Donors of primary source materials must sign a gift statement which transfers their rights to the material to the Davenport Public Library and thus permits unrestricted patron access to the materials. It is the Library's general policy to accept only collections with no restrictions on their use, although individual requests will be considered on a case by case basis. Examples of restrictions are prohibitions on photocopying or publication, and not allowing access to the materials for a specified number of years.

Adopted by the Library Board of Trustees: 12/96

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