

DAVENPORT PUBLIC LIBRARY

MATERIALS SELECTION POLICY

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. The Library endorses the principals outlined in the [Library Bill of Rights](#), the [Freedom to Read Statement](#), the [Freedom to View Statement](#), and the [Statement on Labeling and Rating Systems](#) of the American Library Association.

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, sexual orientation, or the political or religious views of the writer. Additionally, items will not be removed from the collection solely due to controversy of any kind about the author. 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 Assistant Director who works closely with a Collection Development Committee composed of professional 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
- Availability from designated vendors

Electronic materials and sites selected from the Internet and linked to the Library's homepage are subject to the same selection criteria as other materials. An item need not meet all criteria in order to be acceptable.

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.

Materials donated to the library will be considered under this same criteria. Donated materials become the property of the Library and as such cannot be returned to the donor. The Library reserves the right to add the title to the collection or dispose of it if it is not needed.

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 is completed by professional staff as directed by the Assistant Director. 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. For additional information see the Request for Reconsideration of Library Materials Policy.

SPECIAL COLLECTIONS

Materials for the Richardson-Sloane Special Collections Center are treated differently and have their own selection criteria.

Adopted by the Library Board of Trustees: 12/96

Reviewed: 11/99, 11/02

Revised: 8/05, 11/15/11, 4/15/14, 5/15/18, 7/21/20