

## DAVENPORT PUBLIC LIBRARY Collection Development Policy

### STATEMENT OF PURPOSE

Davenport Public Library 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.

### PROVISIONS

1. Library materials are selected for values of interest, information, and enlightenment of all the people of the community. The collection will provide individual access to information and materials in various formats to serve a wide variety of needs.
2. The selection of any material for the collection does not constitute an endorsement of its contents. 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 will provide the fullest practicable range of material presenting multiple points of view concerning the issues of our time – locally, nationally, and internationally.
3. 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*).
4. 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.
5. The 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.

## RESPONSIBILITY

6. 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 Board. The Library Director delegates this responsibility to the Assistant Director who works closely with a Collection Development Team composed of professional library employees.

## SELECTION CRITERIA

7. Factors considered when adding specific materials or resources to the physical or electronic collection include, but are not limited to:
  - 7.1. Accuracy of the information
  - 7.2. Compatibility with library technology
  - 7.3. Relation to other material on the subject in the present collection
  - 7.4. Current or historical significance of author or subject
  - 7.5. Popular demand and current trends
  - 7.6. Present and potential relevance to community needs
  - 7.7. Balance of viewpoints in the collection
  - 7.8. Availability of funds, cost of items, and storage space in the collection
  - 7.9. Professional judgment
  - 7.10. Availability from designated vendors
8. An item need not meet *all* selection criteria in order to be added to the collection.

## ACQUISITIONS

9. The Library encourages [public suggestion of items and subjects to be considered for the collection](#). Serious consideration will be given to purchasing requested materials when these requests meet collection objectives. Donated material will be considered using the appropriate selection criteria. Donated materials become the property of The Library and cannot be returned to the donor except in certain situations for some materials donated to Special Collections.
10. The Library reserves the right to add materials to the collection or dispose of them if the materials are not needed. Due to budget constraints, resource sharing with other libraries, and electronic and other methods of information access, are valid and necessary ways of meeting community needs.

## MAINTENANCE OF COLLECTION

11. Deselection and replacement of materials is an ongoing process and decisions are based on the overall goals and mission of The Library. Deselection is intended to keep the collection viable and useful and is completed by professional employees as directed by the Assistant Director.
12. Deselection criteria include:
  - 12.1. Damage or poor condition
  - 12.2. Space limitations and availability elsewhere
  - 12.3. Accuracy
  - 12.4. Relevance
  - 12.5. Popularity
13. Library materials shall be disposed of in accordance with Iowa Code Chapter 8A.202 1(l).

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

14. A Davenport resident who objects to library materials may complete a *Request for Reconsideration of Library Materials* form available at service desks at all library locations. A maximum of one form may be submitted at a time. Information submitted on the form must be written in the resident's own words.
15. Library employees will review the reconsideration request to ensure that it provides full information about the nature of the complaint and forward it to the Library Director. The Library Director, Assistant Director, Information Services Supervisor, and Youth Services Supervisor will review the form, material under reconsideration, and published reviews. Library materials will not be removed from the collection while awaiting resolution of a request.
16. The Library Director will respond in writing to the person submitting the statement of concern. Decisions regarding the questioned materials may be appealed to The Library Board of Trustees.
17. Once a final decision has been made regarding the title, The Library will not reconsider the title again for two years.
18. For titles on the RiverShare Libraries OverDrive platform, refer to the RiverShare Libraries [Collection Development Policy](#).

## SPECIAL COLLECTIONS

19. The mission of the Richardson-Sloane Special Collections Center is to collect, organize, preserve, and provide access to a non-circulating collection of primary and secondary sources that document the history of the City of Davenport, including its inhabitants, government, environment, businesses, institutions, and organizations. Materials related to the history of Scott County, surrounding counties, and Iowa are also maintained in cooperation with historical, genealogical, archival, and library organizations in the area.
20. Materials are selected on the basis of future interest and research potential, as well as current interest and demand. The Local History collection is a research level collection. The materials acquired support research, teaching, and learning.
21. The following criteria are used to select items for inclusion in the local history and genealogical collection:
  - 21.1. Relevance to Davenport and Scott County history and genealogy
  - 21.2. Authenticity of record
  - 21.3. Suitability of the subject to the collection
  - 21.4. Non-duplication of material within the collection, or within other area archives
  - 21.5. Condition of material
  - 21.6. Ease of use for patrons
  - 21.7. Cost to preserve, store, and process
  - 21.8. Security requirements to store and/or display
  - 21.9. Restrictions by donor