

Collection Development

Selection of Library Materials

It is the aim of the Wall Lake Public Library to provide materials to meet the educational, informational, cultural, and recreational needs and interests of the community.

Under the authority of the Board of Trustees, the Library Director and staff have overall responsibility for the selection of library materials. Staff selects materials from general and specialized review media, trade publications, publisher's catalogs, in response to library users' requests, and from inspection of the material itself when possible. Materials are selected and retained based on the Library's Criteria for Selection and Withdrawal of Materials. The Wall Lake Public Library selection principles support the Freedom to Read Policy of the American Library Association.

Definitions

The word "materials" has the widest possible meaning; it may include books (hardbound and paperbound), pamphlets, maps, magazines and journals; newspapers, manuscripts, DVD, CD, art reproductions, audio-visual kits, electronic resources, microfilm and other media.

"Selection" refers to the decision that must be made either to add a given item to the collection or to retain one in the collection.

Criteria for Selection of Library Materials

These basic principles will be considered in developing criteria for selection:

- Levels of materials funding
- Library's mission and service roles
- Positive reviews in reputable library periodicals including but not limited to: *Booklist, Library Journal, Kirkus, School Library Journal, Video Librarian*
- Awards/merit based on industry standard
- Informational and recreational needs of users, including patron requests
- Collections in special, academic and school libraries to which patrons have access
- Community needs surveys and assessments
- Authority, accuracy, and accessibility of the material
- Currency of information in rapidly changing fields
- Reputation of the author, publisher or issuing body
- Importance of item in providing diversity to the collection
- Physical quality of the material
- Suitability of the format for subject and user's needs
- Comprehensiveness in breadth and scope
- Importance as a record of the times and present and future use

Gifts

Gifts are added to the collection according to the same criteria for selection of purchased materials. Books and other materials offered to the Library may be accepted or rejected by the Library Director and/or Library Board with the understanding that the classification, housing, circulation or disposal of the gift materials is left entirely to the discretion of the Library Director and/or Library Board. Donations are final and become the property of the Wall Lake Public Library

Special Collections

Collections of newspapers, pamphlets, books, microfilm, maps and other items of local and Iowa history will be preserved whenever possible.

Criteria for Withdrawal of Materials

In order to maintain a vital, interesting, and usable collection, the Wall Lake Public Library judiciously removes from its collection items that are outdated, outmoded, or worn. The following criteria will be used when considering material for withdrawal:

1. Volumes of no use to the Library: If a title has gone three to five years without circulating, has not to staff's knowledge been used for reference purposes or other documented in-house use, and in not a standard title, it will probably warrant discarding. Even classics, if unused because of unattractive appearance, may be replaced with better editions.
2. Books of poor content: This applies to materials such as: outdated information (especially in the sciences, statistical compendiums, medicine, geography, technology, and travel); trivial subject matter or trivial approach to it; mediocrity of writing; false information; unused volumes of sets; repetitious series; superseded editions. Unneeded duplicate titles of fiction and nonfiction as well as superfluous books in subject fields in which the community has little interest may also be removed.
3. Books of very poor appearance: This includes badly bound and printed editions, (small print, shoddy binding, dull print, cramped margins, poor illustrations, pulpy paper through which the print shows); worn-out books (yellowed, and brittle paper, mutilated or missing pages, frayed bindings, broken backs, dingy or dirty covers); and sets whose antiquated appearance discourages use.
4. Non-book formats: Periodicals, pamphlets, audio-visual materials and other items are evaluated criteria which include: out-of-date information, physical damage rendering the material unusable, and items no longer of interest to the community indicated by documented lack of use.

It shall be the responsibility of the Library Director and Library Staff to use their knowledge of books and other materials, and the advisory assistance available to them, to make the decision to remove materials from the shelves and dispose of them in a suitable manner.

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