

Fort Dodge Public Library

Collection Development

Purpose

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials. This policy provides guidance for the selection, evaluation, inclusion, and retention of materials to anticipate and meet the needs of the Fort Dodge Public Library service area.

Responsibility for Selection

The Board of Trustees delegates authority for the selection of materials and the development of the Library's collections to the Library Director and those members of the staff designated by the director as selectors, who are charged with meeting the goals of this policy.

Selection Guidelines and Practices

A primary goal of FDPL is to provide collections that are responsive to the varied needs of the community. Materials selected strive to meet the current and long-term needs of community members of all ages and abilities for informational, educational, cultural, and recreational purposes. The Library also strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, within the limits of cost and space and considering current holdings and demand.

Generally, the Library's collections are broad, current and popular, of interest to the general public, and not archival or comprehensive. FDPL does not collect materials to support local school curricula except when these materials may also serve the general public.

Fort Dodge Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations and The Freedom to Read and Freedom to View statements.

Inclusion of material in the collection does not imply the Library's endorsement of it or its contents. FDPL recognizes that any given item may offend someone but because the Library adheres to accepted principles of intellectual freedom, it will not remove an item solely because an individual or group may find it objectionable. Each item will be evaluated according to its merit and items will not be excluded because of the race, religion, sexual orientation, or political views of the author. Neither will an item be excluded due to a judgment based on individual passages or images taken out of context.

Patron Requests

FDPL patrons are encouraged to request or recommend items for addition to the collection through our website, via email, or in person at any public service desk. Requests will be evaluated using the selection criteria outlined in this policy.

Criteria for Selection

All materials are evaluated using the following criteria:

- Content fits within the mission and strategic plan of FDPL
- Current appeal and popular demand
- Cost
- Date of publication

- Availability of material elsewhere in the community or from other locations accessible through interlibrary loan
- Suitability of form for library use
- Representation of diverse points of view
- Relevance to community interests and needs
- Consideration of the work as a whole
- Technical quality of the item such as binding, paper quality, accessibility, usability, and sustainability of the format
- Accuracy of content or information presented
- Significance of author, creator, illustrator or publisher
- Circulation history of the creator's previous works or similar titles
- Summaries and reviews of materials found in professional, literary, specialized, and/or general resources
- Physical limitations of the building and shelving
- Commercial availability of the material

Materials in electronic format are evaluated using the following additional criteria:

- Added value over other formats
- Remote and in-house accessibility
- Ease of use
- Unlimited access, when possible
- Customer access based on library card number
- Vendor-provided usage statistics
- Maintained over a variety of computer platforms

An item does not need to meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas or collections.

Formats

Materials are purchased in the most appropriate sustainable format for library use. FDPL recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The library monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the library's financial ability to acquire, process, and maintain such a collection.

Multiple Copies

FDPL may respond to community and patron interests by purchasing multiple copies of certain items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The library strives to meet temporary demand and still build a collection with breadth and depth.

World Language Materials

The library generally does not acquire materials in languages other than English; nor does it acquire world language films that do not provide an option for English subtitles. The library may maintain a limited collection of world language materials for recreational reading and to support educational purposes.

Special Collections

Fort Dodge Public Library supports the acquisition of useful and important historical and genealogical materials related to Fort Dodge and Webster County. Materials may be obtained in print and electronic formats. Specialized resources available in other local collections will not be needlessly duplicated.

Collection Management

To help maintain the quality of the Library's materials, make space for new items, facilitate ease of use by patrons and staff, and make collections more attractive, materials are assessed on a regular basis. Assessment decisions for continued retention of items are based on the following criteria:

- Currency or timeliness of the material
- Accuracy of content
- Insufficient use based on collection statistics
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

Locally significant materials may be retained.

Withdrawn materials may be given to the Friends of the Fort Dodge Public Library for sale in the bookstore or at annual public sales, donated to appropriate local non-profit organizations or other libraries, recycled, or discarded.

Placement of Materials

Library staff members use the Dewey decimal classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Materials are labelled to facilitate browsing and to help patrons locate items. Staff members consider age recommendations in reviews as they choose, classify, and label materials.

Library shelving areas are divided in sections such as juvenile, young adult, adult, non-fiction, fiction and nonprint for ease of use, but patrons of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Fort Dodge Public Library Staff, to monitor library use by minors.

Expression of Concern

The Fort Dodge Public Library Director and Board of Trustees welcome feedback from patrons. Patron concerns will be handled promptly and courteously as detailed in the Expression of Concern Policy.

Gifts

FDPL accepts gifts of materials with the understanding that the same selection criteria are applied to gifts as to items acquired by the Library through purchase.

Gift items not used for the collection will be given to the Friends of the Fort Dodge Public Library for sale in the bookstore or at annual public sales, donated to appropriate local non-profit organizations, recycled or discarded.

Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

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