

Collection Development Plan

Mission Statement :The Library will act as a community center for all ages for basic information in various formats, popular reading, entertainment, programming for growth, self-help, and lifelong learning to increase the general good and well-being of the citizens of Charles City.

General Objectives:

1. To provide library service to every individual in the local community and unincorporated areas of the county and the cities of Floyd and Colwell...
2. To provide access to the services and facilities provided by regional, state, and federal agencies.
3. To promote enlightened citizenship and enriched personal lives through guidance and stimulation in the communication of ideas.
4. To serve the community as a center for reliable information.
5. To support educational, civic, and cultural activities of groups and organizations.
6. To seek continually to identify community needs and to provide programs of service to meet such needs.
7. To cooperate with other organizations, agencies, and institutions that provide programs or services to meet community needs.

The following policy will guide the collection activities of the Library:

1. The library director is responsible for developing and maintaining the collection. This includes selection, cataloging, processing, maintenance and weeding.
2. The director authorizes staff members qualified by training and experience to apply the policy to day-to-day decisions.
3. The library will select materials using a variety of sources including but not limited to review sources, patron requests and professional collection services.
4. The library will develop a catalog entry for new materials.
5. The library will continually evaluate the use of the collection, adapting the selection of various parts of the collection to reflect changes in readership and use of materials.
6. The library will deselect (weed) the collection on an ongoing basis based on use and condition. Such materials will either be sold or destroyed.
7. Book repairs will be done at a very minimal level. Rebinding will be done on local materials and those of special interest no longer available from publishers.

8. Books lost, stolen, or not repairable will be replaced only if they fit into the overall collection development plan.
9. The Library maintains the philosophy of a no-growth collection. The collection size will be maintained at 35,000 to 50,000 physical volumes. The digital collection may exceed this limit.
10. The Library will participate in the Interlibrary Loan System.
11. The Library will not act as a purchasing agent for the public.

Challenges to Materials

12. The selection of materials, if questioned, shall be reviewed in the following manner:
 - a. A person with an objection will be urged to fill out a complaint form, after reading the entire book, viewing the entire video media, or listening to the entire audio media. (See Citizen's Request for Reconsideration of Media.) This complaint form will be returned to the Library Director.
 - b. A committee of the Board and the Library Director shall read, view, or listen to the media and review it.
 - c. A conference will be held with the complainant and the Board including the Library Director.
 - d. The decision concerning further use of the media will be made by the Board and the Library Director by motion and vote.

Gifts

13. Within the provisions of state laws, the Board of Trustees adopts the following policy for gifts:
 - a. Books and other materials will be accepted on the condition that the director has the authority to make whatever disposition s/he deems advisable. If the media meets the objectives of the Library and the needs of the collection, the material will be accepted. If the material does not meet these criteria, the donor will have the choice of keeping the material or allowing the Library to sell it to the public and the Library will retain the proceeds.
 - b. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.
 - c. Personal property, art objects, portraits, antiques, and other museum items will be accepted at the discretion of the Board.
 - d. The Library will not accept for deposit materials which are not outright gifts.

Approved December 11th, 2014