

COLLECTION DEVELOPMENT PLAN

General Objectives:

1. To provide Library service to every individual in the local communities of Charles City, Floyd, and Colwell and unincorporated areas of Floyd County.
2. To provide access to 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 continually seek to identify community needs and to provide programs of service to meet such needs.
7. To cooperate with other organizations, agencies, and institutions who provide programs or services to meet community needs.

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

1. The Library director and Library staff are responsible for developing and maintaining the collection. This includes selection, cataloging, processing, maintenance, and weeding.
2. The Library will select materials using a variety of sources including but not limited to review sources, patron requests, and professional collection services.
3. The Library will develop a catalog entry for new materials.
4. 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.
5. The Library will deselect (weed) the collection on an ongoing basis based on use and condition. Such materials will either be sold or destroyed.
6. 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.
7. Books lost, stolen, or not repairable will be replaced only if they fit into the overall collection development plan.

8. 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.
9. The Library will participate in the Interlibrary Loan System.
10. The Library will not act as a purchasing agent for the public.

Challenges to Materials

The selection of materials, if questioned, shall be reviewed in the following manner:

1. 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.
2. A review committee, containing 1 staff member, 1 board member, and the Library Director shall read, view, or listen to the media and review it.
3. A conference will be held with the complainant and the review committee.
4. The decision concerning further use of the media will be made by the Board and the Library Director by motion and vote.

Gifts

Within the provisions of state laws, the Board of Trustees adopts the following policy for gifts:

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.

Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.

Personal property, art objects, portraits, antiques, and other museum items will be accepted at the discretion of the Board.

The Library will not accept for deposit materials which are not outright gifts.

Amended and approved 12/11/2014
Amended and approved 9/13/2018