

Gilman Public Library  
Collection Development Policy

1. Cataloging.
  - a. New materials will be entered in the Tiny Cat online catalog, using MARC records.
2. Maintenance.
  - a. Upon check in, each item will be inspected for damage. Staff will maintain the collection, repairing materials whenever possible. If the materials are too damaged for further use, they will be withdrawn from the collection.
3. The Gilman Public Library is dedicated to serving the residents of the city of Gilman, as well as rural patrons from Marshall County and patrons from other nearby counties and towns. When selecting library materials, both the library's clientele and the Gilman Public Library Mission Statement are to be kept in mind.
4. Evaluation of collection.
  - a. The Director will annually evaluate the entire collection, removing dated, damaged, or invalid material. The CREW method will be used, considering the following aspects: age of material based on copyright, circulation, physical appearance, literary merit or accuracy of material, and value to the community. Withdrawn materials will be disposed of, using an option within state law.
  - b. Materials that have not been checked out in excess of five years are to be considered as candidates for deaccessioning/weeding.
  - c. Scientific/non-fiction materials with outdated information are to be considered as candidates for weeding
5. Weeding
  - a. Items that have been removed from circulation will be offered to the Friends of the Library for fair market value
  - b. Sell items at Half Price Books or similar options, with all proceeds going to the Library
  - c. Use rejected items for crafting projects
6. Gifts and Donations.
  - a. For those wishing to donate library materials, an appointment will need to be made. At the appointment, the materials will be examined and those items which are acceptable for inclusion in our collection will be kept. The donor will remove all items not needed by the library.
  - b. All gifts donated to the Library become the property of the Library.
  - c. The Library makes the final decision on the use or disposition of the gifts.
  - d. The Library will determine where to display and house the gifts.

- e. Gift items will be removed from the collection when deemed appropriate, using the CREW method. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
- f. No gifts are accepted, unless they are given to the library without restriction.
- g. The Library encourages gifts of money to be used for items the library needs or to purchase memorial books or other items. When purchasing memorial items, the library will endeavor to select items which reflect the interests or wishes of the person being memorialized. Books and other circulating items will be reserved for the immediate family's use for a two-week period, prior to placement in the collection.
- h. All gifts are tax deductible and the library will furnish, upon request, a statement for tax purposes, but will not place a financial value on the item(s).

#### 7. Challenges.

- a. When a patron requests an item or items be removed from the library, staff will give them a Request for Reconsideration of Library Resources form to fill out. The Library Board President will then appoint two board members and the Director to meet with the patron. This committee will not make any decision regarding the material at this meeting, but will give the patron a chance to explain their request. The committee will meet a second time during which time the Director will present reviews of the material and local interest in it. The committee will then determine a recommendation for the material and will bring that recommendation to the next Library Board meeting. The entire Library Board will then vote to retain the material or remove the material.

#### 8. Purchasing New Materials

- a. The Director is responsible for the selection and purchase of library materials. The Director will purchase the following formats: Hardback books, Paperback books, Movies, Periodicals. The library will not routinely collect textbooks or highly specialized material.
- b. Materials will be selected through the reading of reviews in library reviewing tools; in news and popular culture periodicals, or suggested reading lists and bibliographies, such as Iowa Children's Choice, Caldecott or Newberry lists, etc.
- c. Materials may be selected on the basis of patrons' requests, if the material is of general interest to other patrons, readily available and not cost prohibitive. Requests of patrons, both children and adults, are to be taken seriously and every attempt should be made to procure the requested material. Purchase should be considered before inter-library loan request, if the material is new or popular.

- d. Materials should reflect a balanced range of attitudes, tastes and opinions. Library materials will not be excluded because of topics of race or nationality, or the social, political, or religious view of the authors. When selecting materials, the Director is to be mindful that the Gilman Public Library fully supports and follows the principles set forth in the Library Bill of Rights.
- e. The collection should offer a continual supply of new and popular reading and viewing materials, both fiction and nonfiction for children and adults.
- f. Library materials will be routinely purchased from established vendor and publishers, such as Baker & Taylor, Ingram, etc. On a limited basis, materials may be purchased from local book or discount stores.
- g. When ordering and processing library materials, the patrons' needs are to be considered before all else. The Library's aim should be to put the desired book or other material into the patron's hands as quickly as possible.

Approval

Date:

Mary E. Poole Ryan Ollerding 15 Feb 2021