

OPERATIONS

Collection Development

STATEMENT: The Waterloo Library and Historical Society sets as its major goal in collection development to secure for all residents of the community the informational, educational, cultural and recreational materials that fit their needs.

PURPOSE: The purpose of the collection development policy is to guide the Library Director and to inform the public about the principles upon which selections are made.

POLICY:

1. DEFINITIONS

The word "materials" used for the specific forms of media has the widest possible meaning. It may include (but is not limited to) hardbound or paper bound books, pamphlets, maps, magazines and journals, newspapers, manuscripts, films, sound discs, sound tapes, videotapes, computer software, and video games.

2. RESPONSIBILITY FOR MATERIALS SELECTION

The ultimate responsibility for selection rests with the Library Director who operates within the framework of the policies approved by the Board of Trustees. The Director may authorize other staff to apply this policy in building the Library collection.

3. CRITERIA OF SELECTION

These basic principles are applied as guidelines for selection. Every item should meet such of the following criteria as are applied to its inclusion in the collection:

1. The degree and accomplishment of purpose.
2. Authority and competency of the author, composer, film maker, etc.
3. Comprehensiveness in breadth and scope.
4. Sincerity and fundamental objectivity.
5. Clarity and accuracy of presentation.
6. Appropriateness to the interests and skills of the interested users.
7. Relation to the existing collection.
8. Relative importance in comparison with other materials on the subject.
9. Importance as a record of the times for present and future use.

4. USE OF LIBRARY MATERIAL

The Library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to building of the collection and to serving the interests of the community.

Library material will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading, listening, and viewing materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

5. GUIDELINES FOR SELECTION

1. The Library adheres to the principles in the American Library Association Bill of Rights and the American Library statement on the "Freedom To Read".
2. The Library recognizes the purpose and resources of other area libraries and shall not needlessly duplicate functions and materials. Through cooperative agreements the resources of these libraries may be made available to the WLHS Community Library.
3. The Library acknowledges the purpose of educational programs for students of all ages provided by the educational institutions in the area. Text books and curriculum related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available.
4. Legal and medical works will be acquired only to the extent that they are useful to the layman.
5. The Library acknowledges a particular interest in local history. Therefore, it seeks to acquire related materials.
6. Because the Library serves a public embracing a wide range of ages, educational backgrounds and reading abilities, it will always seek to select materials of varying complexity.
7. In selecting materials for the collection the Library will consider the special, commercial, industrial, cultural and civic enterprise of the community.

6. GIFTS

The Library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. No other considerations may be imposed relating to any gift either before or after its acceptance by the Library. The Library does not provide evaluations of gifts for tax deductions or other purpose.

7. MAINTAINING THE COLLECTION

Materials which no longer serve a need will be removed from the collection. Decisions for removal will be based on circulation, physical condition, usefulness, age and accuracy. See the Crew manual for further weeding guidelines.

8. RECONSIDERATION OF MATERIAL

Procedures have been developed for the reconsideration of materials to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been accepted for purchase, based on the Materials Selection Policy of the Library Board of Trustees and the criteria for selection, it will not be automatically removed upon request.