COLLECTION DEVELOPMENT POLICY

Purpose:
The Board of Trustees has established this policy to provide full and equal access for all to resources that enhance and contribute to individual knowledge and personal fulfillment. Special attention is given to encouraging the joy of reading, learning, and personal enrichment.

To ensure this the library must provide:

- Materials for everyone which enrich and support the library's service role.
- Materials on opposing sides of controversial issues.
- Materials which realistically represent our pluralistic society.
- Materials which reflect the contributions made by groups and individuals to our American heritage.
- Access to materials in print and non-print formats.
- Access to electronic information for all.

Mount Pleasant Public Library Mission Statement
The mission of the Mount Pleasant Public Library is to improve the quality of life for all citizens by providing programs, materials and resources that enhance and contribute to individual knowledge. We especially recognize our responsibility to serve as a place for the public to discover the joy of reading, learning, and personal enrichment.

Library's Service Role
Satisfy Curiosity
Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Selection Statement:
Materials are selected by the library in accordance with professionally accepted guidelines. The library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint.

The ultimate responsibility for selection rests with the Director and Youth Services Librarian.

Intellectual Freedom
The library upholds each patron's right to intellectual freedom, as articulated by the United States Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide.

General Criteria of Selection:
There is no single standard that can be applied to all items. Each item is evaluated in its entirety and not on the basis of a particular section. Materials are judged by appropriate standards.

The following criteria are used to build a collection that supports the library's mission.

- Availability and suitability of format
- Suitability of subject, style, and level for intended audience
- Relevance to community and collection needs
- Potential and/or known demand for the material
- Quality of the work including design, physical characteristics, and illustrations

- Authoritativeness, accuracy, and impartiality of work
- Cost
- Reviews

Adult Books

Fiction:

Works of contemporary fiction, graphic novels, classic works of enduring value, bestsellers and genre fiction are included in the collection. Criteria for purchase are local interest, popular demand, quality, cost and whether a title is part of an existing series.

Nonfiction:

The library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. The general criteria considered when selecting materials for purchase are authoritativeness of the writer and reputation of the publisher; accuracy of information; impartiality of opinion, or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to the library's users; popular demand; historical value; availability of similar material within the community and other area libraries; organization and style appropriate to the material and to the library's users; good quality illustrations; special features, such as bibliography and index; durable binding and paper; and cost.

Reference:

Reference materials, whether in print or computer-based formats, are those designed by the arrangement and treatment of their subject matter to be consulted for definite items of information rather than to be read consecutively.They can provide quick, concise, and current information or they may serve as an index to other materials in the collection.Books in the reference collection are designated for use within the library. Reference materials are located in the Local History Room.

Online databases are chosen by assessing relevancy to community needs, currency of the information, reputation of publisher, ease of access for patrons and cost.

Children's Materials:

The children's collection provides materials to children ranging in age from birth to 12 years old which helps them discover the joy of reading, learning and personal enrichment.The collection will cover reading levels from picture books to beginning readers to chapter books. The collection meets the above stated general criteria as well as the following:

- Quality and appeal of illustrations
- Age-appropriate subject matter, vocabulary, organization, and scope.
- Diversity of cultures, views, and beliefs,
- Inclusion of index, bibliography, and illustrations in nonfiction materials
- Award-winning materials on both the national and state level
- Popular demand materials

Young Adult Materials:

The young adult collection is composed of popular fiction materials of interest to ages 12-18. Other determining factors for inclusion in this collection are:

- Reading levels
- Popularity
- Age of main character
- School setting or grade level
- Theme or subject matter of interest to young adults

- Consideration of relevant social issues

Young adult nonfiction is acquired using the same guidelines as adult nonfiction, in addition to the above criteria.

Audio-Visual Material:

The type of media provided will depend on the popularity and availability of the media, availability of equipment, and technological changes. Titles are chosen for a wide, general audience.

General Selection Criteria:

- The format chosen should be the most physically enduring and stable format.
- Popular demand
- Enduring interest and lasting appeal
- Current content of the collection
- Reviews and awards
- Quality of production
- Local significance
- Recognized author, performer, composer, director, producer and/or artist
- Cost

In choosing titles for the children's media collection consideration will also be given to:

- Appeal to a wide age range of children from preschool through elementary/middle school
- Contribution to language or skill development
- Use to stimulate imagination and curiosity
- Promotion of reading readiness, acceptance of reading, and motivation to read
- Titles based on books
- Popularity of characters to children

Video

The video collection should represent a wide range of interests and tastes.The quality of videos in the collection should be judged by the contents of the work in its entirety, not by individual excerpts. Criteria for selection are as follows:

- Favorable reviews
- Appropriateness of the subject to the collection
- Appropriateness to the interests and skills of the intended users
- Technical quality
- Artistic merit
- Patron demand
- Cost

Audiobooks

The library's goal is to provide a collection of recorded books that reflects many of the areas of the print collection. Unabridged selections will be added to the collection. Criteria for selection include the following:

- Ease of understanding by users
- Technical quality
- Patron demand
- Artistic merit

E-books and Downloadable Books
The library will make suggestions and request materials for Bridges, the library consortium, which offers e-books and downloadable audiobooks to libraries in Iowa. Availability is determined by the consortium and publishers.

Duplication of Materials:
Materials are duplicated when reserves on materials number 5 or more. If possible, duplicated materials are purchased in paperback.

Local Authors:
An effort is made to buy works by local authors if the material deals with Mount Pleasant, Henry County, or Iowa. All other works by local authors are bought using the guidelines for fiction and nonfiction.

Textbooks:
Textbooks are not bought unless they are the only source for the information presented.

Weeding Statement:
Weeding is the systematic removal of materials no longer useful to maintaining the purposes and quality of the collection. The criteria used for weeding is:

- To discard or replace worn and unattractive materials.
- To rid the collection of out-of-date or inaccurate material.
- To rid the collection of materials not used.
- To provide a continuous check on the collection for material needing mending or binding, to discover lost or stolen materials, or to maintain an accurate volume count.

This makes the collection more attractive and up to date, saves patrons and staff time in searching for books, and allows space for expansion of the collection.

The guidelines to be followed in the weeding process are those described in the publication THE CREW MANUAL and other professional publications. Worn out, damaged, or unused material is either discarded or placed in the Book Sale. Gift and memorial materials are discarded.

Approved by the Library Board
August 12, 2025