

Fort Dodge Public Library

Collection Development

Policy

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials. This policy provides guidance for the selection, evaluation, inclusion, and retention of materials to anticipate and meet the needs of the Fort Dodge community.

Responsibility for Selection

The Fort Dodge Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those members of the staff designated by the director as selectors, who are charged with meeting the goals of the Collection Development Policy.

Selection Guidelines and Practices

Materials selected for the collection strive to meet current and long-term needs of Fort Dodge residents of all ages and abilities for informational, educational, cultural, and recreational purposes. The Library also strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, within the limits of cost and space and considering current holdings and demand.

Generally, the library's collections are broad, current and popular, not archival or comprehensive. The library does not collect materials to support local school curricula except when these materials also serve the general public.

Fort Dodge Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations and The Freedom to Read and Freedom to View statements.

Inclusion of material in the collection does not imply the Library's endorsement of it or its contents. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

Patron Requests

Fort Dodge Public Library patrons are encouraged to request or recommend items for purchase. These requests will be evaluated using the selection criteria outlined in this policy. Request forms are available at all public service desks.

Criteria for Selection

All materials are evaluated using the following criteria:

- Content fits within the mission and strategic plan of the Fort Dodge Public Library
- Popular demand
- Cost
- Timeliness
- Scarcity of material on the subject and availability elsewhere
- Suitability of form for library use
- Quality and sustainability of the format
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs

- Consideration of the work as a whole
- Technical quality

Materials in electronic format are evaluated using the following additional criteria:

- Added value over other formats
- User-friendly search interface
- Remote and in-house accessibility
- Unlimited access, when possible
- Customer access based on library card number
- Vendor-provided usage statistics
- Maintained over a variety of computer platforms

An item does not need to meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas or collections.

Formats

Materials are purchased in the most appropriate sustainable format for library use. Fort Dodge Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The library monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on market acceptance of the format, its ability to provide a cost effective alternative to existing formats, and the library's financial ability to acquire, process, and maintain a sufficient collection.

Multiple Copies

Fort Dodge Public Library may respond directly to community and patron interests by purchasing multiple copies of certain items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The library strives to meet temporary demand and still build a collection with breadth and depth.

Foreign Language Materials

The library generally does not acquire materials in languages other than English; nor does it acquire foreign language films that do not provide an option for English subtitles. The library may maintain a limited collection of foreign language materials in both the adult and children's collections for recreational reading and to support educational purposes.

Special Collections

Fort Dodge Public Library supports the acquisition of useful and important historical and genealogical materials related to Fort Dodge and Webster County. Materials may be obtained in print and electronic formats. Specialized resources available in other local collections will not be needlessly duplicated.

Collection Assessment

Circulating collections undergo a regular assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by patrons and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. Assessment decisions are based on the following criteria:

- Currency
- Accuracy
- Use and vitality based on analysis of collection measures
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

Locally significant materials may be retained.

Withdrawn materials may be given to the Friends of the Fort Dodge Public Library for sale in the bookstore or at annual public sales, donated to appropriate local non-profit organizations or other libraries, recycled, or discarded.

Placement of Materials

Fort Dodge Public Library staff uses the Dewey decimal classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Staff members take into account age recommendations in reviews as they choose and classify materials.

Fort Dodge Public Library shelving areas are divided in sections such as Juvenile, Non-Fiction, Fiction and DVDs for ease of use, but patrons of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Fort Dodge Public Library Staff, to monitor library use by minors.

Gifts

Fort Dodge Public Library accepts gifts of materials with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase.

Gift items not used for the collection will be given to the Friends of the Fort Dodge Public Library for sale in the bookstore or at annual public sales, donated to appropriate local non-profit organizations, recycled or discarded.

Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

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