

COLLECTION DEVELOPMENT

Collection Management Policy

Purpose

The Heartland Regional Library System strives to build and maintain a collection of user focused materials to meet the wide variety of needs and interests of all residents in the community. The Heartland Library and its Board of Trustees uphold the democratic right of all Americans to freely express their opinions and support the right of every individual to privately read, listen, and view the full range of published thoughts and ideas.

In support of these ideals, the Heartland Regional Library System offers a diverse and inclusive collection of materials protected by the First Amendment of the United States Constitution. The Library Board endorses the American Library Association's Library Bill of Rights and the American Library Association's Freedom to Read Statement, and all interpretations applicable to the selection and use of library materials.

Philosophy

The Heartland Library is committed to providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The Library's collection, taken as a whole, will be unbiased and diverse representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth and in various formats to meet anticipated and expressed community needs.

No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political, or social views of the creator. Purchase of material by the library does not mean endorsement of the contents or the views expressed in said materials.

The Heartland Library System recognizes that budgets are not unlimited. The selection of materials must be consistent with Heartland Library's budget allocations. Resource sharing, electronic resources, and other methods of access are valid and necessary ways of meeting customer needs.

Selection

The ultimate responsibility of the collection rests with the Library Director under the authority of the Library Board of Trustees. Direct selection of materials is delegated to staff members qualified for the duty by education,

training, interest, and job classification. Selectors judge impartially and evaluate critically. Selection is made by use of authoritative reviews, knowledge of the reputation, and the viability of the creator, and selection aids such as but not limited to: bibliographical publication, publisher's advertising, and requests of library patrons.

Items in the library's collection are shelved in recommended age-appropriate sections as follows:

E = birth to 2nd grade

J = 3rd grade through 8th grade

YA = High school grades

F = Adults ages 18+

There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary standards nationwide or the publisher's suggested age range if available. This statement is required by 15CSR 30-200.015 Library Certification Requirement for the Protection of Minors, subsection (a).

Materials are selected according to the needs and demands of the community. Factors considered include:

- Collection philosophy
- Collection composition
- Popular demand, both existing and anticipated
- Public interest
- Enduring value
- Community relevance
- Diversity of viewpoint

Community Participation

The Library Board of Trustees recognizes the right of individuals to question the inclusion of materials in the library collection. The Heartland Library System will give serious consideration to each patron's opinion.

Purchase suggestions are accepted from any and all patrons via the online form through the Library's website. Each suggestion will be weighed against the selection criteria set forth in this policy.

Patrons wishing to challenge the inclusion of specific material may do so by filling out the Patron's Request for Reconsideration of Library Materials form to be reviewed by appropriate staff. Staff will review and discuss the request along with the item in question and a letter with the decision will be sent to the customer via the postal service.

Donations of materials such as books, audiobooks, and DVDs are accepted at each branch. Items donated may be added to the Heartland Library's collection with consideration given to the selection criteria set forth in this policy. Items not added will be given to the Friends of the Library to be sold at Book Fairs. All items donated become the property of the Heartland Library at the time of donation. Library staff members cannot assign monetary values to gifts and give out receipts for tax purposes.

Self-published/self-produced materials are subject to the same selection standards as other materials. Heartland Library does not accept unsolicited donations of self-published/self-produced material to be added to the collection. Nor does it accept unsolicited preview/review materials from any source. When Heartland Library receives these unsolicited materials, Heartland Library considers these to be donations.

Withdrawal of Materials

The Board of Trustees recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Ultimate responsibility for withdrawal of material lies with the Library Director who may authorize qualified staff to assist. The library shall withdraw materials based on the same factors as the selection policy. Heartland Library does not sanction removal of library material based upon any controversy.

Access

Heartland Library and its Board of Trustees considers reading, listening, and viewing to be individual, private matters. Full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. Libraries have a public and professional obligation to provide equal access to all Library resources for all library users. The library recognizes that materials are controversial and that any given item may offend some Library patrons. Selection will not be made on the basis of any anticipated approval or controversial subjects, including unpopular or unorthodox positions. The choice of Library materials for personal use is an individual matter; while anyone is free to select or reject materials for themselves or for those that are legally under their care, no one has the right to exercise censorship to restrict the freedom of use and/or access by others.

It is important for Library users to understand that the Library does not stand in place of the parents (*in loco parentis*) when it comes to access to library materials. The responsibility for monitoring a child's reading, listening, and viewing rests solely with the parent or legal guardian. Selection of materials for the Library is not restricted by the possibility that children may obtain materials that their parents or guardians consider inappropriate.

The Library collection is organized and maintained to help people find the materials they are looking for. Any labelling, seclusion, or alteration of materials because of controversy surrounding the creator or subject matter will not be sanctioned, in standing with the American Library Association's Library Bill of Rights. This statement is required by 15CSR 30-200.015 Library Certification Requirement for the Protection of Minors, subsection (f).

Gifts and Donations

The library system welcomes the donation of funds to the Maries and/or Miller County Library Districts as well as to the Heartland Regional Library System for gifts, memorials, endowments, and bequests. Such donations may be used in improving library facilities, materials, and services. Donor must fill out our *Gift or Donation Request Form* before the donation is accepted at the director's discretion. Financial donations over \$25 may be accepted by the library director on behalf of the library boards. Once it is director approved, employees need to send all monies to the main branch for record keeping and auditing purposes. Board members, in consultation with the director, will determine how large financial donations will be spent. If money is returned to the branch to purchase items, employees must provide receipts for items purchased with the money.

The library system accepts donations of books, DVDs, and current magazines that are in good condition. Donated items will be added to the library collection only if they meet the same conditions as purchased items do under

the provisions of the system's collection development policy. Library staff members cannot assign monetary values to gifts and give out receipts for tax purposes.

Donations that cannot be used by the library may be given to other organizations (such as Friends of the Maries County Library), sold, exchanged, recycled, or destroyed. The library does not accept:

- Long outdated textbooks or encyclopedias
- Multi-year collections of outdated magazines
- Outdated magazines
- Books or other materials that are mildewed, moldy, containing bed bugs, or in otherwise poor physical condition

Donor of proposed gifts of furniture, equipment, and other tangible items must fill out a *Gift or Donation Request Form* and submit to the library. The request must be approved in advance by the library director before such items are delivered to any of the service center locations.

Forms may be found in Addendum A.

Heartland Regional Library System

Gift or Donation Request Form

Heartland Regional Library policies state “proposed gifts of furniture, equipment and other tangible items must be submitted in writing, discussed with, and approved in advance by the library director before such items are delivered to any of the service center locations.” Please fill out the request form below and submit to the library for review.

Donor Contact Name: _____

Address: _____

Phone: _____

Email: _____

Donation item(s) or monetary amount: _____

Suggested use of donation: _____

In honor/memory of: _____

Donor Signature: _____ Date: _____

Branch Manager Signature: _____ Date: _____

Director Approval Signature: _____ Date: _____