

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 7.1	APPROVED: 1/87
COLLECTION DEVELOPMENT	Updated: 6/94 Revised 4/02, Reviewed 1/06, Revised 1/08, 2/16, 2/20

COLLECTION DEVELOPMENT POLICY

The Waukee Public Library provides library materials for the information, entertainment, intellectual development, and enrichment of the residents of the Waukee Public Library service area. Library materials are chosen according to this Collection Development Policy.

Purpose of the Collection Development Policy

- To further the Mission and roles of the Waukee Public Library.
- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

General Collection Development Principles

The Waukee Public Library is a public forum, a place where ideas and information are freely communicated, where a broad spectrum of opinion and a variety of viewpoints is presented in its collection, displays, programs and services and where all of these reflect both majority and minority cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral and unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

The Waukee Public Library endorses the Library Bill of Rights of the American Library Association. See Section 1.5

Responsibility for Selection

Library material selection is vested in the Library Director and such members of the library staff as the director appoints. Patrons can request material at the circulation desk, by telephone or email. Every effort will be made to fill those requests as availability and money allows.

General Selection Criteria

These general criteria are taken into account for all materials selected for the Waukee Public Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's, or publisher's qualifications and/or reputation
- Evaluations of review media

- Contribution to diversity or breadth of collection
- Inclusion of title in standard bibliographies or indexes
- Quality of production
- Affordability
- Support of library's mission and roles

Selection Tools

The library subscribes to professional library periodicals editorial reviews to review and evaluate sources for material selection.

ADULT MATERIALS

Adult Fiction, Genres, and Graphic Novels

The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of Waukee. Multiple copies of frequently used titles are provided as demand and funding allow. Large print and audiobook copies of some popular titles are also available as funding allows.

Special criteria (in addition to General Criteria)

- Collection's need to reflect minority as well as majority cultures
- Literary merit

Adult Nonfiction

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Materials for which there is a heavy, temporary demand may be selected as funding allows. An emphasis will be placed on purchasing books about Waukee, Dallas County and the state of Iowa as funding allow.

Special Criteria (in addition to General Criteria)

- Suitability for intended audience (research-level books not purchased)
- Ease of use, including index, bibliography and illustrations

Periodicals

The library maintains a collection of magazines for information and recreational reading.

Special Criteria (in addition to General Criteria)

- Availability of display shelving and storage space.

Newspapers

Newspapers are selected to provide local, state, regional and national coverage.

Reference Materials

Reference materials provide timely and accurate information on a wide variety of topics.

Because of method of use, rarity, or cost, they are maintained for in-library use only.

Special Criteria (in addition to General Criteria)

- Currency of material
- Thoroughness of coverage

- Importance of subject matter to the collection
- Ease of use (especially indexing)

Reference Materials in Electronic Format

Some reference tools are purchased in computer-based formats.

Special criteria (in addition to General Criteria)

- Ease of use
- Timeliness of updates
- Licensing restrictions
- Technical support
- Hardware and software requirements

YOUNG ADULT MATERIALS

The Waukee Public Library's young adult collection provides educational and recreational materials for young adults ages 12-18. Due to the wide range of tastes and abilities in this age group, there is some duplication between the young adult collection and both the adult and junior collection.

Young Adult Fiction and Graphic Novels

Special criteria (in addition to General Criteria)

- Reputation and popularity of author or title among young adult
- Presentation at a level and in a format that appeals to young adults
- Inclusion of material on recommended reading lists
- Subject matter of special interest to young adults

Young Adult Nonfiction

Special criteria (in addition to General Criteria)

- Presentation at a level and in a format that appeals to young adults
- Usefulness of material in research
- Subject matter of special interest to young adults

CHILDREN'S MATERIALS

Children's materials are selected to meet the recreational, educational and cultural needs of children from infancy through age twelve. Multiple copies of frequently requested titles are provided as funding allows.

Junior Fiction

The library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. Popular series titles are purchased in response to patron requests and as funding allows.

Special Criteria (in addition to General Criteria)

- Appropriate reading level and interest level
- Appeal of author, genre, series for children
- Inclusion of material on recommended reading lists

Picture Books, Easy Readers, and Board Books

These books in which illustrations is as important as text, serve to introduce children to the world of books. The library includes a wide variety of material for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Special Criteria (in-addition to General Criteria)

- Relationship of illustrations to text
- Appeal of story and illustrations to children
- Age appropriateness of art, text, topic, etc.
- Durability of format

Junior Nonfiction

The junior nonfiction collection contains general informational works, browsing items, and subject oriented materials on topics of interest to children preschool age through sixth grade. The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available to area schools.

Special Criteria (in addition to General Criteria)

- Suitability for intended audience
- Ease of use, including index, bibliography and illustrations
- Quality of illustrations, maps, graphics, and photographs
- Usefulness of material for research

MULTIMEDIA & DIGITAL RESOURCES

Computer Software

The library provides word processing, spreadsheet and educational software for in-library use on the public library computers. Additional software is purchased based on General Criteria.

DVDs

The DVD collection informs and entertains library users of all ages. The emphasis of new title additions will be informational, instructive or entertaining.

Special criteria (in addition to General Criteria)

- Award winners
- Production quality
- Technical quality (audio and video integrity, etc.)

Audiobooks

The audiobook collection is intended to fill the recreational and informational needs of adults, young adults and children. Both abridged and unabridged formats are included but no attempt is made to provide a comprehensive or in-depth collection.

Special criteria (in addition to General Criteria)

- Availability of replacement discs
- Quality production (especially of the reader)

Electronic Resources

Electronic resources are increasingly important additions to the library collection. Selection of databases, ebooks, downloadable audiobooks and downloadable magazines follow the same criteria as all other physical materials.

Special criteria (in addition to General Criteria)

- Availability of resources

COLLECTION MAINTENANCE/WEEDING

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn, or replaced based on the following:

- The needs and interests of the community
- Number of circulations, requests and reserves
- Availability of similar materials in the collection
- Affordability
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space
- Availability at other local libraries