

Central City Public Library
137 4th St. North
Central City, IA 52214

Collection Development Policy

I. Objectives of the Library

The Central City Public Library of Central City, IA strives to serve the community and surrounding area by providing free access to up-to-date materials and technology to meet patrons' educational, personal and recreational needs.

II. Responsibility for Material Selection

Ultimate responsibility for the Material Selection Policy lies with the Board of Trustees. The Board of Trustees delegates to the Director the selection of books and materials (pamphlets, newspapers, periodicals, video, digital content, etc.) and the development of the collection.

Suggestions for books and materials to be added are welcomed from staff, Board of Trustees, and patrons. The suggestions will be given prompt consideration and will be subject to normal selection criteria.

III. Criteria for Selection

The library subscribes to the principles as found in the Freedom to Read, Freedom to View, and Library Bill of Rights statements as adopted by the American Library Association.

Library books and materials are selected by the Library Director. In selecting books and materials the library will at all times try to consider the ultimate goals of the library.

Books and materials will then be purchased that will best serve the needs of the library in carrying out its goals as budget allows.

The library will attempt to maintain a well-balanced and broad collection of books and materials considering all ages. Books and materials will be considered for persons who have special needs. Considerations will also be given to the merit of each item selected as it relates to the needs and interests of the community.

IV. Other Libraries and Resources

Every effort will be made through Interlibrary Loan (ILL) to fill the requests that cannot be filled by the Central City Public Library.

V. Gifts

The library will accept gifts of books or other materials with the understanding that it will be evaluated with the discretion of the Library Director and in accordance with the criteria applied to purchased books and materials. The library will not accept textbooks or Reader's Digest Condensed books.

When the library receives a cash gift for the purchase of books and materials, the selection will be made by the Director with consultation with the donor. The name of the donor or person memorialized will be entered on the book plate.

VI. Maintaining the collection

In order to maintain the collection in its most attractive condition, the Director will use judgment in removing from the collection books and materials which are no longer useful, or are not in condition suitable for circulation. If the books or materials have not been circulated in the last five (5) years it will be considered for removal from the collection. The Director may refurbish by repairing books and materials when appropriate.

Books and materials no longer useful to the library will be given to other libraries, or put on display for the public to peruse and take in exchange of a free will donation.

VII. Request for Reconsideration

A patron who objects to specific books or other materials will be requested to complete the form "Request for Reconsideration of Library Material".

The request will then be considered at the next regular Board of Trustees meeting and the patron will be notified of the results of the "Request". The book or material being considered will remain in circulation until final action has been taken.

VIII. Revisions

This policy will be revised as times and circumstances require.

Selection Policy Approved: 4/13/98

Selection Policy Reviewed: 4/9/01

Selection Policy Revised: 11/10/03

Selection Policy Reviewed: 1/14/08

Selection Policy Reviewed: 1/11/10

Selection Policy Reviewed: 7/11/11

Selection Policy Revised: 1/12/15

Selection Policy Revised: 10/8/18

Selection Policy Revised: 12/13/21