

## 2.1 Library Collection Management

Adopted: June 1993

Amended & Reapproved: September 1997; November 2006; September 16, 2009; March 17, 2010; February 19, 2014; March 22, 2017; August 19, 2020; December 23, 2021; May 15, 2024

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### **POLICY:**

The Council Bluffs Public Library seeks to enrich, empower and inform the community through the addition of resources to the Library's collection. The Collection Development Policy outlines the criteria for the selection and management of these resources.

### **I. PURPOSE**

This Collection Development Policy provides board-approved guidelines for the library staff to most effectively use the Library's financial resources to fulfill the present and anticipated needs of the community it serves.

The purpose of this policy is to recognize the diverse library needs of all citizens and to provide on equal terms, free, open and equal access and to provide service to all individuals and groups.

It incorporates the library's goals and objectives, the principles of the Library Bill of Rights, the Freedom to Read and View statements and the Free Access to Libraries for Minors.

### **II. SELECTION CRITERIA**

Materials are selected in accordance with the mission and goals of the library, the varied interest of our patrons, budgetary and space constraints.

Materials will be selected using professional judgment and standard selection tools.

The Library Bill of Rights will be the foundation of the Collection Development process.

Scope of the collection is intended to offer all persons a choice of format, treatment and level of difficulty so that the majority of the cultural, informational, educational and recreational needs of the individual user can be met.

Emphasis is placed on works of general interest. The library does not attempt to acquire textbooks or other curriculum related materials except as such materials contribute to and serve the needs of the general public.

The addition of material to the library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

Multiple copies of heavily requested titles may be purchased to meet community needs.

COUNCIL BLUFFS PUBLIC LIBRARY  
POLICY MANUAL

Funds for materials are reviewed and allocated at the beginning of the fiscal year.

Selection involves striking a balance between demand for current, highly requested titles and the need to maintain and develop a balanced core collection. Patron requests will be given strong consideration.

### **III. RESPONSIBILITIES FOR MATERIALS SELECTION**

The Director delegates the authority and responsibility for collection development and management to appropriate staff. However, ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Library Board.

### **IV. ACCESSIBILITY**

CBPL will not restrict access to any library materials in public areas.

Children, young adult, and adult collections are differentiated based on reading level, language comprehension, and audience. These collections may be housed in designated areas to aid in discovery.

Determining the appropriateness of materials for minors is the sole responsibility of the parent or guardian.

Some materials and resources are designated for use in the library only.

### **V. WEEDING**

The library's collection should be evaluated on a continuing basis for retention, replacement, or withdrawal in order to improve the accessibility of the remaining materials, enhance the appearance of the collection and help improve the overall circulation and turnover rates of materials.

Weeded materials become surplus property and may be, at the discretion of the Library Director, donated, disposed of, or sold by the Friends of the Library for fund-raising purposes.

### **VI. GIFTS AND MEMORIALS (Bd. Approved – 04/17/24)**

### **VII. APPENDIXES**

- A. Library's Mission Statement and Goals
- B. Library Bill of Rights
- C. Access to Library Resources and Services for Minors
- D. Freedom to Read Statement
- E. Freedom to View Statement
- F. Requests for Reconsideration