

Hawkins Memorial Library

Collection Development Policy

Mission

Hawkins Memorial Library provides access to information, promotes literacy, and enriches lives to build a better community.

Selection Philosophy

The Library Board of Trustees (Board) of Hawkins Memorial Library (HML) has adopted and supports the following documents from the American Library Association:

- A. [Professional Code of Ethics](#)
- B. [Library Bill of Rights](#)
- C. [Freedom to Read Statement](#)
- D. [Freedom to View Statement](#)
- E. [Access to Library Resources and Services for Minors](#)
- F. [Diversity in Collections](#)
- G. [Labeling Systems](#)
- H. [Expurgation of Library Resources](#)

The Library Board supports the library's dissemination of knowledge and information presenting a wide variety of ideas. Full, confidential, and unrestricted access to this information and diverse points of view is essential for patrons to exercise their constitutional rights.

The library does not try to justify or promote any particular points of view. HML acknowledges some materials are controversial, and any given item may offend someone. The library does not select materials based on any anticipated public approval or disapproval. HML makes selection decisions on the merits of materials within the context of established selection criteria, as outlined in this policy.

The Board recognizes that the selection and use of library materials are predicated on the library patron's constitutional rights and their freedom from censorship by others.

HML does not reject, reclassify, relocate, restrict access to, or remove a resource because an individual or a group has found the material objectionable. HML provides access to materials that may be controversial to some patrons while also providing a process by which individuals or groups may formally request reconsideration of material they find offensive or inaccurate.

The Library collection is organized, marked, and maintained in a non-judgmental, objective manner to help people find the materials they want. The library labels materials only by classification or directional aid.

Parents or legal guardians have sole responsibility for their child's reading, viewing, and listening of library materials. Library staff does not act in loco parentis.

Goal

The goal of selection is to provide collections within the library's legal service area that meet the informational, educational, and recreational needs of the patrons, while reflecting the diversity of viewpoints and backgrounds of our service population. HML conducts this work within the scope of this policy, the collection space, and budget.

Selection Responsibility

This Collection Development Policy provides guidance to the qualified and knowledgeable library staff responsible for materials selection and collection management. Ultimate responsibility for collection management at the HML rests with the Library Director, who administers under the authority of the Board. Both the general public and staff members may recommend materials for consideration.

Criteria

Library staff uses a variety of resources, including, but not limited to, professional journals, popular media, publishing trends, patron requests and recommendations, and circulation data to guide selection decisions.

Library staff also evaluates materials for selection based on these criteria:

- Relevance to the present, anticipated, and potential community needs, interests, and desires
- Representation of diverse points of view
- Reputation and qualifications of the author, creator, or publisher of the work
- Circulation history of the creator's previous works or similar titles
- The extent to which the item enhances the existing collection
- Current, local, or historical significance
- Technical and/or physical quality of material
- Suitability of subject, style, and format for the intended age level
- Physical limitations of the building and shelving
- Commercial availability of the material
- Cost

Local History Collection Purpose and Scope

Hawkins Memorial Library curates its Local History Collection to preserve, protect, and provide the public with access to materials that document the history and development of La Porte City and associated individuals, businesses, and organizations. HML may collect materials from Black Hawk County or other Iowa counties if they help to place La Porte City citizens, businesses, organizations, or events within the historical context.

Materials added to this collection must be of interest to the broader community. Primarily personal interest materials such as family genealogies or photographs may be collected on a limited basis if the person or family were integral to the development of some aspect of La Porte City or Black Hawk County.

Materials Collected

This collection primarily comprises books and other paper ephemera such as pamphlets, maps, government documents, photographs, postcards, scrapbooks, and manuscripts. In some cases, digital copies of items may be added to the collection in lieu of physical copies.

Donations

Donated materials in good condition can sometimes be used in the library's collection. The library applies the same criteria for evaluating donated materials as it applies to purchasing materials. Donated materials that are added into the collection become the property of the library.

Memorial books or other library materials may be donated in honor of a friend or relative, and at request, can be marked with a special bookplate. The library does not accept responsibility for notifying donors of withdrawal or replacement of memorial items.

All donations are tax-deductible and a blank receipt can be furnished for tax purposes, but does not place a financial value on used items.

Removal of library materials

To help maintain the quality of the library's collection, library materials may be removed for one or more of the following reasons, in accordance with the [CREW method](#):

- Obsolescence: format or subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

The library disposes of removed materials through book sales, giveaways, and/or recycling.

Interlibrary Loan

Interlibrary loan (ILL) is a service offered by the library to obtain materials from other libraries that may not be in our collection.

Patrons with full access library cards may borrow through ILL at no cost. ILL privileges may be suspended if ILL items are not checked out and returned in a timely manner.

HML attempts to find lending libraries that do not charge lending fees. Patrons shall be notified for approval of any lending fees. Any additional fees the lending library may charge, as well as charges for lost or damaged materials, shall also be the patron's responsibility. Fees may be waived at the discretion of the Library Director or designee.

In general, since HML does not offer textbooks or duplicate resources already provided at local academic libraries and special libraries, patrons are encouraged to use ILL for these types of materials.

HML cannot guarantee all ILL requests will be filled.

Reconsideration

Any patron residing in La Porte City or rural Black Hawk County who objects to the presence, absence, classification, or location of a material in the library's collection may do so by completing a "Statement of Concern About Library Resources" form, which they may obtain from the library.

The "Statement of Concern About Library Resources" form may be submitted to the library for formal review by the Library Board. The Board will examine the challenged material and determine if it follows this Collection Development Policy. The Board will then make a determination and library staff will notify the patron of the outcome and provide any supporting documents. The Board shall make the final decision.

Material under review shall remain in the circulating collection without restriction until a determination is made.

Approved 2006

Revised and approved 12/10/2012

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Revised and approved 8/14/2017

Revised and approved 9/9/2019

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Revised and approved

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STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

1. Resource on which you are commenting:

_____ Book _____ Audiovisual Resource _____ Magazine _____ Content of Library Program _____

Newspaper _____ Other _____

Title: _____

Author/Producer: _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side as needed.) Comment:

4. What resource(s) do you suggest to provide additional information on this topic?

Return to: Library Director, Hawkins Memorial Library
308 Main Street, La Porte City, IA 50651