

Northwood Public Library Material Selection Policy

The Northwood Public Library has set forth the following statement of purpose to provide a direction for public library service in Northwood and the surrounding area:

The purpose of the Northwood Public Library is to provide the people of the community with access to materials that can improve their minds, broaden their lives, and fulfill their cultural, civic, intellectual, educational, and recreational needs.

This means that the library will:

1. Assemble, preserve, and administer, in organized collections, books and other educational recreational materials in order to promote enlightened citizenship and enriched personal lives.
2. Serve the people of the community as a center of reliable information, to make every effort to meet the requirements of individualized reference service to patrons either from the library's collection, through interlibrary loan, or in consultation with regional or state library staff.
3. Provide a place where inquiring minds may encounter not only popular, conventional ideas, but also the unorthodox and critical ideas necessary as stimulants in a society that depends for its survival on free competition in ideas.
4. Provide opportunity and encouragement for children, young people, men and women to educate themselves continually.
5. Seek continually to identify the desires and needs of the community, to provide library materials and programs of service to meet such desires and needs, to consider patrons' request when adding to the library's collection.
6. Provide opportunity for recreation through the use of books and other art forms.
7. Endeavor to make the library a pleasant, inviting place where both adults and children are encouraged to browse and explore.

It is with these purposes that a material selection was developed.

Selection Philosophy

Materials for the library collection are chosen for a wide variety of reasons. These include information, self-education and the recreational pursuits of library patrons. The decision to add an item to the collection by purchase is usually the result of selection based on requests and need.

Selection based on request: The individual request of a patron for a title is usually honored if the request conforms to selection and directional guidelines outlined in this policy statement. We feel that the library patron is an important part of the selection process. Other high demand items include best sellers and active subject areas.

Selection based on need: A certain amount of the material added to the library collection is for the purpose of updating and further development of certain subject areas. The library staff is constantly gathering information concerning the needs of library users. Information is collected by means of surveys, monitoring circulation statistics, interlibrary loan requests and patron input. Material added in this matter is selected from reviews, availability lists, vendor catalogs, bibliographies and local experts.

The library attempts to present a representative selection of materials that present all sides of an issue. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position. The Northwood Public Library supports the LIBRARY BILL OF RIGHTS and the FREEDOM TO READ statement, both of which are included and intended to be a part of this policy statement.

Responsibility for Material Selection

The responsibility for materials selection and the development of the library collection rest with the director, who works under the authority and the policies determined by the Board of Trustees.

Selection Guidelines

The general adult book collection is mainly based on demand, need, and information. Price, accuracy, and timeliness are other factors influencing selection.

Periodicals are added to the collection on the basis of need. Consideration is given to those that are indexed in Readers Guide or fill a particular void in the library's collection of information. Additional periodicals are now available through the online database package through Bridges, Iowa's e-library.

Children's books and other material purchased for children are selected to provide reading for reading's sake and to provide information of interest to children in varied fields of knowledge. (Responsibility for reading of minors rests with their parents and legal guardians.)

The purchase of DVDs will include G, PG, PG-13, and family viewing discs. Non-Rated (NR) and R rated movies may be added to the collection at the discretion of the library director or library board. The library will accept donations on the condition that we use at our discretion.

Local history material is actively sought by the library.

Reference material is purchased by selection for inclusion in the reference collection. Every attempt is made to purchase appropriate and up-to-date items needed to answer the informational questions of all library users. Reference information is also available through online resources through a subscription to Gale Cengage and Credo Reference through the State Library of Iowa.

The library maintains an active program of "weeding" the library collection. Material that is no longer used, is worn, damaged, outdate or duplicated may be removed from circulation. Other factors taken into consideration are frequency of circulation, community interest, and availability of other material on the subject.

Requests for Reconsideration

Although no citizen has a right to prevent another from reading a specific book by demanding its removal from the library shelves, careful consideration shall be given to any patrons' objections to any part of any book.

The following procedure must be used by individuals or groups wishing to lodge a complaint concerning material held in the library collection. The individual or group wishing to protest the presence of an item in the collection will contact the Director. If they wish to carry their objection further, a REQUEST FOR RECONSIDERATION form must be filled out and signed. The party making the complaint must be eligible to receive a (free) Northwood library card.

The written complaint will be taken to the Board of Trustees at its next regularly scheduled meeting. The complainant may appear before the Board if desired. No items shall be removed from the library collection without a court order if the Director and Board of Trustees deem it appropriate for the collection. (Please see page 11 for the REQUEST FOR RECONSIDERATION form.)

Request initiated by: _____ Date: _____

Address: _____ Phone # _____

E-mail Address: _____

1.) Complaint represents:

_____ Self or _____ Group/Organization

2.) Resource on which you are commenting:

_____ Book _____ DVD _____ Display _____ Magazine _____ Audio Recording

_____ Newspaper _____ Library Program _____ Other: _____

Author/Producer: _____

Title: _____

3.) What brought your attention to this item?

4.) Did you view the entire material? Yes or No. If not, what parts?

5.) Why do you object to this item?

6.) Are there resource(s) you suggest to provide additional information and/or other viewpoints of this topic?

7.) What would you like the library to do about this item?

Signature of Complainant _____