

DRAKE COMMUNITY LIBRARY MATERIAL SELECTION POLICY

INTRODUCTION AND SCOPE

The purpose of Drake Community Library is to provide circulating and reference materials to meet the needs of the citizens of Grinnell and other registered library patrons regardless of age, sex, origin, background, or views. It is the policy of the library to select materials (including print and non-print media) that fulfill informational, occupational, educational, and pleasurable needs. Materials of contemporary and historical significance, permanent value, as well as materials for purely recreational interest will be provided in order to meet the needs of all members of the community.

The "Library Bill of Rights" adopted in the Drake Community Library By-laws is the basic set of principles upon which the Library bases its selection policy. The following four principles from the "Library Bill of Rights" apply to the selection of library materials.

1. As a responsibility of library service, books and other library materials selected should be chosen for value of interest, information, and enlightenment of all the people in the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

In choosing materials for its collection it is the intent of the library to serve all of the community, neither to promote nor to censor the ideas or opinion of any particular group within or outside Grinnell.

The Library does not consider it necessary or desirable to collect all materials on a subject if the materials tend to duplicate each other. Because Burling Library at Grinnell College is open to the public, and because of the availability of materials in school media centers and on Interlibrary Loan, Stewart Library does not attempt to act as a research library, nor to supply materials that relate only to the curriculum of the schools. Curricular items,

however, that are also of interest to the general public, or that might be considered a supplement to the curriculum will be considered for purchase.

The Library acts as a selector rather than a censor. In censoring, materials are intentionally withheld, because of a part of their contents. In selecting, materials are judged in their entirety, balancing the item under consideration with the Library's present collection, community needs and desires, and budget. Works are viewed with regard to their literary, educational, informational value, authority and effectiveness of presentation.

RESPONSIBILITY

Responsibility for materials selection and all library activities rests with the Director, who works under the authority of and the policies determined by the Board of Trustees. The Director attempts to identify community needs, to determine areas of the collection that are inadequate, as well as those areas that need to be updated.

Because it is difficult to determine all community interests and needs, the Director welcomes recommendations from the public, Library Board, and staff. These suggestions are given immediate consideration and research is done to find professional reviews for each title. Such requests are subject to the normal selection criteria.

LEGAL, MEDICAL, AND RELIGIOUS WORKS

Only those legal and medical works that are useful to laymen will be purchased. Advice in the areas of law and medicine will not be given.

Books proselytizing for the principles and practices of a specific religious denomination are not purchased with tax money.

GIFTS

Drake Community Library may accept gifts of real or personal property at the discretion of the Director and the Library Board. Once the gift is received, the use of that gift is wholly determined by the Library. If conditions are attached to any gift, those conditions must be approved by the Library Board of Trustees and the City Council.

The Library will not accept personal property of any kind for deposit.

A gift to the Library may represent a tax deduction for the donor. The Library staff cannot, however, provide the prospective donor with an appraisal of any gift.

SELECTION AIDS

The Director relies on professional reviews and recommendations in library journals as the major sources of information in making acquisitions. Subject bibliographies and books listing basic library collections are used, as well as the recommendations of professionals in fields relating to the books under consideration. No one source is used exclusively.

EVALUATION AND WITHDRAWAL

To keep the collection current and to meet the needs of the library's users, materials are evaluated on an ongoing basis. Items that are no longer considered useful may be withdrawn. Criteria for withdrawal may include outdatedness of information, inclusion in standard bibliographic sources, circulation history, or physical condition. No single criterion will be applied automatically to identify an item for withdrawal.

USE OF LIBRARY RESOURCES

Each item selected for the Library is judged on its own merit. Materials purchased will not be marked to show approval or disapproval of their contents or any parts thereof. No item will be sequestered except to protect it from injury or theft. Patron concerns regarding the presence or absence of any library materials shall be presented to and reviewed by the Director.

A patron who is not satisfied with the Director's determination will be asked to obtain the form "Citizen's Request for Reconsideration of Materials" from the information desk and to complete it in its entirety. The completed form will then be presented to the Director who will bring it before the Board of Trustees for consideration at the next regular meeting, at which time the objector may appear. A determination will be made according to normal parliamentary procedure of the Board. The item remains available for use pending such determination.

The Library is not responsible for selections by minors.