

Fort Madison Public Library

Collection Development

MISSION STATEMENT

The mission of the Fort Madison Public Library is to connect residents with materials for reading, viewing and listening enjoyment and to encourage residents of all ages to learn and explore new interests and ideas.

PHILOSOPHY

The purpose of the Fort Madison Public Library's Collection Development Policy is to guide staff in the acquisition of material that is of current interest and/or of lasting value to existing and potential library users. The Policy is also familiarize library users with the principles upon which selection decisions are made for Fort Madison Public Library . The Collection Development Policy applies to all formats.

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The Library Director is responsible for selecting library materials following the policy set by the Board of Trustees. The Director may designate staff member(s) to help with the selection of materials in a particular area, genre, or format.

ACCESS TO COLLECTIONS

Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Fort Madison Public Library. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.

The Fort Madison Public Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users, or to ensure the widest possible use of materials by library customers.

The library does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.

PRINCIPLES FOR MATERIAL SELECTION

Several sources are used to select materials for the Fort Madison Public Library collection. Professional journals, reviews, bibliographies, patron and staff recommendations, well-known book clubs, and personal expertise are balanced as equal factors in selection decisions.

Other factors considered, include:

- * Content accuracy
- * Contribution to the balance and diversity of the collection
- * Current events and popular culture
- * Nomination or receipt of awards or prizes
- * Affordability
- * Quality
- * Internet accessibility

Each item in the collections should be evaluated according to its merit in and of itself. Items will not be excluded because of the race, religion, political views, or reputation of the author. Items will not be excluded due to judgment based on individual passages taken out of context.

No materials are excluded from selection for library collections solely because they may come into the possession of a child.

Textbooks and curriculum-related works are not purchased or added to the collection unless they are considered useful to the general reader as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection.

GENERAL CRITERIA AND POLICIES

PRINT MATERIALS The library will purchase materials in all popular genres. Whenever possible, the library will add/replace respected and canonized literature.

Non-fiction materials should be chosen after careful consideration of the collection and the user community. The non-fiction collection should aim to inform and entertain.

GENEALOGY AND LOCAL HISTORY COLLECTIONS

In cooperation with the Old Fort Genealogical Society whose objectives include:

1. To gather and preserve genealogical and historical data, particularly with respect to ancestors and the founders and early settlers of our county.
2. To establish and maintain a genealogical section at the public library through contributions, donations and exchanges.

The Fort Madison Public Library will maintain a non-circulating collection of materials in the Genealogy Room including materials on the following counties:

1. In Iowa: Lee, Des Moines, Henry and Van Buren.
2. In Illinois: Hancock and Henderson
3. In Missouri: Clark and Scotland.

This will include, but not be limited to, books donated and purchased on very specific information such as vital record indexes, including birth and death records, cemetery records, family histories and other items.

In addition to these items in the genealogy room, the library will maintain a special collection of research guides, census data and materials on areas that border Lee County, as well as states which were part of the migratory routes to Iowa, especially Illinois, Indiana, Kentucky, Missouri, Ohio and Tennessee. This section will include more general genealogy reference works, as well, to aid genealogists in locating ancestors worldwide.

Further, books, pamphlets and other materials relating to local and state of Iowa history, including Iowa county histories, will be kept in the Iowa Books collection.

Exclusions:

The Fort Madison Public Library will not accept:

1. Boxes of papers with no apparent order.
2. Unorganized family records, family bibles in their entirety. (Copies may be made of relevant family information only.)
3. Artifacts
4. Phone books from outside the area.
5. Photocopies of published books.

FORMATS

A variety of formats are included in the collection, when the budget permits, including: hardback books, mass market paperbacks, magazines, newspapers, compact disks, audio cassettes, video cassettes, DVDs, electronic materials, children's games, and puppets.

ELECTRONIC MATERIALS

Electronic material selection is based on reviews, recommendations, cost, community interest, and accessibility. When found beneficial, some electronic materials may be purchased to replace print materials.

MULTIPLE COPIES

Frequently requested titles and authors may be purchased in multiple copies to meet demand, when the budget permits.

GIFTS AND DONATIONS

The library gladly accepts gifts of money, appropriate library material or equipment. In general, gifts will not be accepted unless they are given to the library without restriction and will be accepted with the understanding that the gift is to become the property of the library. All gifts will be subject to the same criteria as other library materials and may be utilized, sold, withdrawn or disposed of as best fits the library's needs. All gifts are tax-deductible and the library will furnish the donor with a receipt upon request. Library staff will provide a description of the donated item, but cannot place monetary value on items donated.

When the library receives a cash gift for the purchase of memorial books, equipment, or other materials, the selection will be made by the director in consultation with the donor.

Gift Account Fund. Gifts which are designated for the Gift Account Fund are accepted by the Library Board and deposited in that fund. If any gift carries a request for a restricted use on the funds that do not meet the library's current goals and objectives, the Director shall seek the approval of the Board before accepting the gift. All gifts accepted for a special purpose shall be honored and used for those purposes. The library will keep records to show the approximate expenditures of these restricted funds.

All expenditures from the Gift Account shall be listed in the monthly finance report for approval by the Board.

Furnishings, Artwork, Equipment, etc.: The decision to accept gifts such as furnishings, artwork, or equipment shall be made by the Library Board of Trustees on the advice of the Library Director. Among the criteria on which the decision shall be based is need, space, impact on staff time, and expense and frequency of maintenance. Such gifts will be accepted only on condition that they may be used, sold, given away, or discarded at the discretion of the Library Board and Library Director.

The acceptance of gifts designated for public display on Library property shall be considered with attention to the ongoing cost of display, maintenance, and security, as well as suitability, including location. No guarantee is made that any gift will be permanently displayed or kept by the Library.

The Library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes; any letter of acknowledgment will not contain a statement of value.

The Library reserves the right to refuse any gift.

PATRON REQUESTS

Library users may place formal requests for the purchase of collection materials by completing a form that is available from staff.

All suggested purchases are reviewed by staff, who applies the same selection criteria used to purchase materials for the Fort Madison Public Library.

The originator of a request will be notified of the Library's selection decision.

DE-SELECTION

Selected materials are regularly assessed based on principles set out in the publication “Crew: A Weeding Manual for Modern Libraries” published by the Texas State Library and Archives Commission. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size and scope.

Items that are found to be outdated, inaccurate, unpopular, and/or unhelpful to the mission of the library may be removed from the collection. Duplicates and damaged volumes may also be removed, when they can be spared. Withdrawn materials are sold, given away, recycled and thrown away, according to the director's discretion.

INTER-LIBRARY LOAN (ILL)

Items not owned by the Fort Madison Public Library, or items that are temporarily unavailable, can be requested by Fort Madison library card-holders by using Inter-Library Loan (ILL) services.

If a patron does not live in the Fort Madison Public Library service area or have a Fort Madison Public Library card, they must purchase a non-resident card or request this service from their local library.

NON-ENDORSEMENT OF CONTENT

Selection of an item for a library collection does not constitute endorsement by the Fort Madison Public Library of either the content or viewpoint expressed in that item.

RECONSIDERATION OF MATERIALS

The library believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within the Fort Madison Public Library, and ascribe to the American Library Association's Freedom to Read, Freedom to View, and Library Bill of Rights statements (see appendices).

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some library users, may, on occasion, be considered to be offensive by other library users. The library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.

Library users who object to materials located in a library collection are asked to complete a written request for the reconsideration of the materials. Request forms are available at the Circulation Desk.

The library board's decision about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.

Adopted by the Fort Madison Public Library Board of Trustees on December 15, 2005. Revised September 17, 2009. Revised July 19, 2012. Revised May 16, 2013. Revised October 20, 2016. Revised January 17, 2019.

Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free

society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.