

La Vista Public Library
Collection Development Policy
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Purpose

A collection development policy is a written document which defines the scope and nature of a library's existing collection, and the policies and plans for continuing development of resources as they relate to the City of La Vista's goals and planning, general selection criteria and intellectual freedom. The library collection includes all items acquired for use by the public. Standards of selection are applicable to print and non-print including electronic media.

Materials Selection

The collection of the La Vista Public Library includes materials in a variety of formats, due to demand, popularity, and cost effectiveness. Materials are selected by trained staff in an effort to maintain an up-to-date, attractive, and useful collection that will meet the community needs as a whole. The final responsibility for selection rests with the library director who considers the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, or *The Bulletin of the Center for Children's Books*.

The La Vista Public Library recognizes that each individual has informational, recreational, cultural, and educational needs and interests important to him or her. The library also realizes it cannot meet every need of every individual but rather, offer something for everyone. The library also recognizes that it has limited financial resources and has a responsibility to use public funds to serve the entire community. Consequently, the library's collection reflects the collective informational, recreational, cultural, and educational needs of the community as opposed to any one individual's needs. The library uses other available means such as interlibrary loan to serve the individual whose needs are either outside the scope of the library's collection or are remote from the acknowledged collective needs of the community the library primarily serves.

The selection of materials should be as objective as possible. Selection that is affected by one's own prejudice is an act of censorship. A thorough knowledge of the library's collection and overall balance is necessary for good material selection. Good material selection is based on a thorough knowledge of the community's needs, resources, and demands and is geared to the interests of the majority of the public served.

Decisions concerning children's use of library materials and/or electronic resources are the responsibility of their parents or guardians.

In compliance with our constitutional rights of freedom of speech and freedom of the press, the library will attempt to provide an array of viewpoints based on the quality, cost, availability, and demand of the materials for purchase.

Special Collections

Joseph J. Barmettler Law Collection was started in 2003 in honor of the City of La Vista's third City Attorney. This collection is updated and maintained primarily by donations made to the library.

Harold "Andy" Anderson Civic Leadership Collection was started in 2005 in honor of the City of La Vista's fourth City Mayor. This collection is updated and maintained primarily by donations made to the library.

Authority and Responsibility for Collection Development

The library director delegates the authority and responsibility for collection development and management. The director operates within the framework of the City Council approved policies.

Selection of Resources

Criteria

Whatever the format and for whatever age the material is intended, the principles upon which the library material is evaluated include the following criteria:

1. Resources are selected to fill the needs of both actual and potential users, within the constraints of space, availability of funds, and perceived needs of the primary service area of the library.
2. Each resource is evaluated according to its value to the collection and the audience for who it is intended.
3. Each resource is evaluated according to professional standards.
4. A resource is evaluated as a whole, not on the basis of a particular section or sections.
5. Resources representing different viewpoints on controversial issues may be acquired or made available. The library recognizes the importance of making available a variety of viewpoints, realizing that a resource which might offend one person may be considered meaningful by another.
6. A resource may not be selected, or excluded from selection, solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry, or other characteristic of the author or source.

Duplication

The library strives to avoid unnecessary and costly duplication of items in the collection or easily obtainable within the geographic area. If demand dictates, a variety of formats may be considered. Depending on budget, demand and space, the library purchases multiple copies of items in heavy demand. The decision for duplication and the number of extra items remains at the discretion of the library director.

Patron Recommendations

The La Vista Public Library welcomes and encourages patrons' suggestions for purchase of library materials. The library director according to this Collection Development Policy makes decision for purchase or inclusion.

Gifts/Donations

While gifts to the library are always appreciated, the items must meet the selection standards before they can become a part of the collection. The library reserves the right to dispense with gifts in any manner that it deems appropriate.

The library cannot appraise gift materials for tax purposes. Upon request, a letter or receipt stating the number of items given will be sent to the donor, who can then assign a value.

Monetary donations may be made in a number of ways:

- Memorial gifts: A plate may be added to the La Vista Public Library Memorial Fund plaque for each memorial of approximately \$1,000. This tradition was started by Robert Stowe in memory of his wife and library patron, Karla J. Stowe.
- Through the La Vista Community Foundation. The Mary Louise Anderson Storytime Fund can be specified when you make your donation to the Foundation.

Challenged Materials

If a patron objects to the library's ownership of a particular item or items, the patron can complete a *City of La Vista Request for Action* online form stating what item, verify if they have read, viewed or listened to the item in its entirety, and why they are requesting the removal of the item. The library director will review the request and a recommendation will be formulated and forwarded to the City Administrator. The City Administrator will notify the challenger in writing. The challenged material will remain in the collection until a determination is made.

Withdrawal of Resources

Resources are regularly withdrawn from the collection for the following reasons:

1. The resource is no longer accurate, current, or timely.
2. The item is physically worn or damaged beyond reasonable repair or cannot be rebound properly.
3. The item can be replaced at a lower cost than repair or rebinding.
4. The resource's value to the collection has decreased as other comparable resources have been added to the collection.
5. The resource is no longer being used frequently enough to justify its space in the collection or staff time to maintain.

Withdrawn items may be sold at a modest price, with proceeds being placed back into the city's general fund.