

# Garrison Public Library

## Collection Development Policy

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Garrison Public Library is a public facility supported with taxes from the city, residents of Garrison and from rural Benton County residents as well. The Library serves a small community with an estimated population of 400, along with the surrounding rural area residents.

This collection development policy is a living document, adaptable to change and growth. It provides guidelines that can be modified as our library's collection needs change.

The Garrison Library recognizes the Library Bill of Rights and the Freedom to Read: See Appendix

In choosing materials for its collection, it is the intent of the Garrison Library to serve ALL of the community, neither to promote nor censor the ideas or opinions of any particular group within or outside the area.

Because of limited budget and space, the Library does not consider it necessary or desirable to collect all materials on a given subject. Materials may be selected for general information, education, or entertainment. The Library acts as a selector rather than a censor. In selecting, materials are judged in their entirety, balancing the item under consideration with the library's present collection, community needs and desires, and the budget.

### RESPONSIBILITY

The responsibility for material selection and all library activities rest with the Library Director, who applies the policies determined by the Board of Trustees. The director attempts to identify community need, to determine areas of collection that are inadequate, as well as those areas that need to be updated. The director welcomes recommendations from the public, Library

Board of Trustees, and staff. These suggestions are given consideration and researched. Such requests are subject to the normal selection criteria.

## LEGAL, MEDICAL, AND RELIGIOUS WORKS

Only those legal and medical works which are useful to laymen will be purchased. Advice in the areas of law or medicine will not be given. Books promoting a specific religious denomination are not to be purchased with tax money.

## GIFTS

Books and other materials may be accepted as gifts, at the discretion of the Library Director and the Library Board. Gifts of money, stocks and bonds, and real estate may be accepted when the conditions attached are acceptable to the Board of Trustees and the City Council. The Library is unable to accept personal property, art objects, portraits, antiques and other museum objects for materials that are not outright gifts.

## SELECTION AIDS

The Library Director relies on professional and personal review and recommendations as the major sources of information in making acquisitions. No one source is used exclusively.

## USE OF LIBRARY RESOURCES

Each item selected for the library is judged on its own merits. Materials purchased will not be distinguished in any way to show approval or disapproval of its contents or any parts thereof.

A patron who objects to a book or DVD may obtain the form 'Request for Reconsideration' from the Library Director. The completed form will then be submitted to the Director, who will bring it before the Board of Trustees for consideration. The item remains available for use pending final action.

## APPENDIX

### **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.

### **Freedom to Read**

Can be found in its entirety at:

[www.statelibraryofiowa.org/ld/t-z/Trustees/trusthandbook14/appendix/the-freedom-to-read](http://www.statelibraryofiowa.org/ld/t-z/Trustees/trusthandbook14/appendix/the-freedom-to-read)

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