



Ankeny Kirkendall Public Library
Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library
Welcoming all to Learn, Imagine, and Do

SUBJECT: Materials Selection

BACKGROUND: Libraries have the responsibility for selecting a wide range of materials to meet the diverse needs and interests of patrons. The Ankeny Kirkendall Public Library offers collections to further the Library's mission. This policy exists to guide librarians selecting materials and to inform the public about the principles guiding material selection decisions.

POLICY:

- A. Responsibility for material selection lies with library staff, who apply professional knowledge, experience and this policy in making material selections. Ultimate responsibility for material selection and collection development lies with the Director.
- B. An important function of the Library is to provide an intellectual, nonjudgmental environment for patrons to examine a diversity of views and expressions. The Library responds to the special characteristics of the community when determining the need for specific subjects and types of materials.
- C. Materials selected for the collection will meet the current and long-term information, education, culture, and recreation needs of Ankeny residents of all ages and abilities. The Library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, while considering cost, space, holdings and demand.
- D. Generally, collections are broad, current and popular, not archival or comprehensive.
- E. The Ankeny Kirkendall Public Library will strive to provide balance in the collection. To this end, a concerted effort will be made to secure materials representing the various sides of public issues. The Library subscribes to the principles outlined in the "Library Bill of Rights", "Freedom to Read", and "Freedom to View" statements adopted by the American Library Association (ALA). These principles will be used by the Library as a guide in the selection process.
- F. Including materials in the collection does not constitute endorsement of their contents. The Library recognizes that any given item may offend some patrons but, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups find them objectionable.

PROCEDURE:

- A. Patron needs are central to the selection process of the Library. The Library welcomes suggestions and comments from patrons. User suggestions for purchase will be evaluated in accordance with this policy.

- B. The Library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, reciprocal borrowing agreements and access to online resources.
- C. The Library depends upon a variety of professional resources in evaluating materials to be added to the collection, including reviews, patron recommendations, bibliographies and media trade information.
- D. Bestseller lists and other indicators of potential interests are also used to anticipate popular demand.
- E. Remote electronic access to digital resources may be limited by licensing constraints.
- F. The Ankeny Kirkendall Public Library responds directly to community and customer interests by purchasing multiple copies. While the Library's budgetary resources do not allow for the purchase of multiple copies for every title owned, the budget is structured to provide multiple copies for high demand items. The number of duplicate copies purchased may be determined by the number of holds for a given type of material. The Library strives to meet temporary demand and still build a collection with breadth and depth.
- G. Collection Maintenance:
 - 1. To ensure that the library's collection is up-to-date and relevant to the community's needs, the usefulness of material previously added to the collection is reevaluated on a regular basis.
 - 2. Materials will be withdrawn if they are out-of-date, badly worn, damaged, or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials are not held to these standards and may be retained. Withdrawn materials may be donated, recycled or discarded.
- H. Gifts:
 - 1. The Library accepts gifts of materials with the understanding that the same guidelines of selection are applied to gifts as to materials acquired by purchase.
 - 2. Gift items not used for the collection will be donated to the Friends Foundation, recycled or discarded.
 - 3. Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

Adopted by Library Board of Trustees:

March 2002

Revised:

May 2005

May 15, 2025

Reviewed:

September 2008

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