

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

**Name of Policy: MATERIALS SELECTION/COLLECTION DEVELOPMENT**

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**Purpose:** This policy sets broad guidelines for the selection of library materials that correspond to the mission of the Ottumwa Public Library. It is used to inform the public and staff of the principles upon which selections are made.

**Procedure:**

1. **Objectives:** The Ottumwa Public Library strives to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, and recreation. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

2. **Responsibility of Selection:** The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Ottumwa Public Library Board of Trustees.  
Both the general public and staff members may recommend materials for consideration.

3. **Criteria for Selection or Deselection:** The Ottumwa Public Library supports intellectual freedom and has adopted the following statements as policy: ALA "The Freedom to Read", ALA "Library Bill of Rights", and ALA "Free Access to Libraries for Minors".

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Artistic merit, scholarship, or value to humanity
- Existing library holdings
- Budget

Librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

Reviews in professionally recognized resources are a primary source for selection. The collection is reviewed and revised on an ongoing basis to meet contemporary needs.

4. **Gifts and Donations:** Gifts shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final determination of acceptance, use, or disposition. By law, the appraisal of the gift for tax purposes is the responsibility of the donor.  
Memorial gifts of books or money are also accepted. Suitable bookplates will be placed in the book. Specific memorial books can be ordered for the library by request of a patron if the request meets the criteria established by the Board of Trustees. Book selection will be made by the Director if no specific book is requested by the donor.  
Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.
  
5. **Challenged Materials:** Although materials are carefully selected, there can be differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a “Statement of Concern about Library Resources” form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Ottumwa Public Library Board of Trustees.

Date Revised: 13 July 2009

By: Ottumwa Public Library Board of Trustees