

Ames Public Library Policy**Section: Library Resources****Subject: Collections****Board****Approved: 11/05****Reviewed: 10/08, 07/11****Revised: 10/08, 7/11****Policy**

Ames Public Library offers collections to further the Library's mission: Ames Public Library – We connect you to the world of ideas. The freedom to know is the foundation of our democracy. Ames Public Library strives to be an information center for the Ames community to preserve and encourage the free expression of ideas essential to informed citizens. The Ames Public Library Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials to anticipate and meet the needs of the Ames community.

Responsibility for selection

The Ames Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those staff designated by the director as collection managers. The collection managers meet the goals of the Collection Development Policy, oversee the selection process, and provide professional support for materials selectors.

Materials budget

The Ames Public Library Board of Trustees develops an annual materials budget in consultation with the Director. This budget is certified by the Ames City Council. Each year the Collection Managers develop budgets for their selection areas based on factors such as circulation statistics, cost per item, annual collection goals, and support of the strategic plan.

Selection guidelines and practices

The Ames community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Librarians at Ames Public Library make selections based on an interest and general knowledge of the subject area and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs as identified by demographic circulation and other statistical analysis. The librarians apply professional standards and work within specific selection and review procedures.

Collection managers recognize the importance of informed citizens who are familiar with their heritage and with issues facing the community. Library customers will find materials to stimulate their imagination and enhance their leisure time. Librarians support the role of a popular materials center by selecting materials to serve the full range of ages, cultures, lifestyles, education, and reading skills of citizens. The materials selected reflect the complex culture shared by the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through the diversity of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

Ames Public Library is a popular materials center and does not attempt to duplicate the research resources of Iowa State University. The library does not collect material to support local school curricula except when these materials also serve the general public. The Library does collect supplementary materials that promote lifelong learning and provide a beginning point for those seeking more advanced information or materials.

The collection is generally not archival, and items are expected to be used frequently. The collection managers oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

Multiple copies

The Ames 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.

Formats

Materials are purchased in the most appropriate sustainable format for library use. Ames Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The Library monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the Library's financial ability to acquire, process, and maintain a sufficient collection.

Ames Public Library acquires materials in formats that are useful for citizens with disabilities. Collection managers will develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

World language materials

The Library generally does not acquire materials in languages other than English; nor does it acquire foreign language films that do not provide an option for English subtitles. The Library does maintain a limited collection of world language materials in both the adult and youth collections for recreational reading and to support world language programs.

Placement of materials

Ames Public Library catalogers use the Dewey decimal classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Librarians take into account age recommendations in reviews as they choose and classify materials.

Ames Public Library shelving areas are divided in sections such as Juvenile, Reference, Fiction, and DVDs for ease of use, but customers of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardian, not Ames Public Library staff, to monitor library use by minors.

Interlibrary loan

Interlibrary loan is a transaction in which Ames Public Library borrows materials directly from another library on behalf of its customer, or another library borrows materials from Ames Public Library on behalf of its customer. Interlibrary loan is not a substitute for collection development. It supports the mission of Ames Public Library by expanding the range of materials available to library customers without needlessly duplicating the resources of other libraries. In meeting customer needs, Ames Public Library follows state and national interlibrary loan protocols. Items in frequent or recurring demand are considered for purchase.

Exclusions from collections

Ames Public Library does not keep, acquire or purchase material that violates the legal definition of obscene material as defined by state statute. Ames Public Library generally does not buy items of a promotional nature, such as those advertised in infomercials.

No material will be excluded from selection because of the race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, educational background and/or socio-economic status of the creator of the work.

Selection aids

Collection managers select materials for the Ames Public Library collection by applying statistical data and their knowledge of customer information needs; regional, state and college library collections; publishing industry trends; and the general history of knowledge.

Ames Public Library collection managers rely on professional tools for selection. These may include but are not limited to: Booklist, Library Journal, Publisher's Weekly, New York Times Book Review, VOYA, School Library Journal, Horn Book, local newspapers, websites and award winning lists.

Ames Public Library customers are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected elsewhere in this policy. "Customer Request Forms" are available at all public service desks, or customers may send an email through our "Ask a Librarian" service on Ames Public Library's website: www.amespubliclibrary.org.

Criteria for Selection

Materials in non-electronic format are evaluated using the following criteria:

- Content fits within the mission of the Ames Public Library
- Popular demand
- Timeliness
- Cost

- Scarcity of material on the subject and availability elsewhere
- Quality and sustainability of the format
- Representation of diverse points of view
- Relevance to community needs
- Consideration of the work as a whole
- Technical quality
- Suitability in physical form for library use
- Other considerations may be applicable in specific subject areas

Materials in electronic format are evaluated using the following criteria:

- Content fits within the mission of the Ames Public Library
- Provides added value over other formats
- Search interface is user-friendly
- Available by both remote and in-house access
- Unlimited access when possible
- Available 24 hours per day, seven days per week
- Customer access based on library card number
- Vendor provides usage statistics
- Reasonable cost
- Can be maintained over a variety of computer platforms
- Strategic plan priorities

An item need not meet all of these criteria in order to be acceptable.

Special collections

Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public school, and genealogical materials relating to Ames and Story County. Materials will be obtained in print and electronic formats. The development of special collections will focus on the following areas:

- **Farwell Brown Photographic Archive:** Ames Public Library will maintain both print and digitized versions of this unique and invaluable archive of local photographs. Ames Public Library will work in cooperation with the Ames Historical Society to develop and maintain the archive.
- **Iowa Room:** Ames Public Library will acquire and maintain useful and important historical and municipal publications relating to Ames and Story County. With the exception of the Farwell T. Brown Photographic Archive and a selected number of videos and DVDs of local historical subjects and municipal meetings, the Iowa Room collection will be limited to print materials. Realia and primary print sources will not be collected but will be given to the Ames Historical Society. Ames Public Library will work in cooperation with the Ames Historical Society to determine the disposition of materials of local historical interest and to determine the future direction of the collections in the Iowa Room and at the Ames Historical Society.
- **Genealogy Collection:** Ames Public Library will acquire and maintain relevant genealogical materials in cooperation with the Story County Chapter of the Iowa Genealogical Society. The chapter is responsible for selecting new materials for the genealogy collection.

Collection Assessment

Circulating collections undergo an annual assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. Assessment decisions are based on the following criteria:

- Currency
- Accuracy
- Use and vitality based on analysis of collection measures
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the Expressions of Concern Policy.

References

This policy has been developed in concert with the following Ames Public Library policies and American Library Association Guidance Documents: "Mission Statement," "Gifts," "Internet Use Policy and Guidelines," "Diversity in Collection Development," "Library Bill of Rights," "Materials Selection Policy General Guidelines," "Labels and Rating Systems," "Freedom to Read Statement," "Freedom to View Statement," "Free Access to Libraries for Minors," "Restricted Access to Library Materials," and "Expurgation of Library Materials."