



Email: [info@emmetsburg.lib.ia.us](mailto:info@emmetsburg.lib.ia.us)  
[www.emmetsburg.lib.ia.us](http://www.emmetsburg.lib.ia.us)

707 North Superior Street  
Emmetsburg, Iowa 50536  
Phone (712) 852-4009

### 3.1 Materials Selection/Collection Development Policy

#### A. Objectives

The purpose of the Emmetsburg Public Library is 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, pleasure, and the creative use of leisure time. 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. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Emmetsburg Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised periodically.

#### B. Responsibility for 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 Emmetsburg Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

#### C. Criteria for Selection

A balanced, varied, and up-to-date collection is to be maintained. A broad mixture of formats will be represented in all new selections for the collection.

Choice of materials will reflect the goals and objectives of the Emmetsburg Public Library.

The subjects of all materials will aim to reflect the needs and interests of library users in the community served, as perceived by the library director as informed by the library's long-range plan.

Placement in the collection is the library director's responsibility. Consideration of input from the staff and patrons will be welcome.

Criteria for selection will include reviews published in professional library journals and the media. Reviews are a major source of information about new materials. The primary source(s) of reviews are, but are not limited to: *Library Journal*, *Booklist*, Internet review sources, *The Horn Book*, and other review sources. When judged appropriate by the library director, input from the College Library staff may be considered.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

The library director will retain final approval of any areas of the collection delegated to members of the staff.

Routine removal of damaged and/or unpopular items will be disposed at the library director's discretion.

Board action at a regular meeting will address any formal protest.

Approved by Board of Trustees: November 1997

Reviewed and amended: January 2003; Reviewed: January 2006, March 2009, May 2012, April 2015, February 2018, April 2021, May 2024

Scheduled for Review: April 2027