



**Bettendorf Public Library  
Collection Development Policy**

**Approved by Bettendorf Public Library Board of Trustees**

December 8, 1994

Revised – April 1999

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## **Statement of Purpose**

Bettendorf Public Library Information Center seeks to provide a diverse and balanced collection of library materials supporting a wide variety of viewpoints in a neutral, unbiased manner. While endorsing no particular view, the collection supports the residents of the City of Bettendorf in their pursuit of education, information, entertainment, creativity and leisure. Materials are selected according to the guidelines of this *Collection Development Policy*. This policy, as administered by the Library Director and approved by the Library Board of Trustees, will be reviewed for revision every three (3) years in accordance with accreditation standards for public libraries in the State of Iowa (*In Service to Iowa: Public Library Standards, 2021*).

## **Library Mission Statement**

*“The Bettendorf Public Library Information Center is committed to providing access to information and ideas for all.”*

## **Library Vision Statement**

*“The Bettendorf Public Library Information Center will be a recognized free community resource, serving as a gateway to life-long learning which offers a diverse spectrum of innovative services, materials and programming in support of:*

- *the pursuit of knowledge and information;*
- *the joy of reading and importance of literacy;*
- *social, educational, and cultural activities experienced within inviting gathering spaces;*
- *active engagement and collaboration with the City, schools and organizations.”*

## **Accessibility and Intellectual Freedom**

Bettendorf Public Library Information Center’s collections of materials are not limited to the viewpoints of any one individual, agency or government. Materials are labeled only by classification or as a directional aid, and children, young adult, and adult collections are differentiated based on reading level, language comprehension, and audience. These collections are housed in designated areas to aid discovery and are available for check-out to all cardholders.

Each individual is free to accept or reject materials on an individual basis, regardless of age. No one, including library staff, may restrict or abridge the rights of others to access, read, hear, or view library materials obtained in accordance with this policy. All areas of the collection are accessible to all patrons, regardless of age. Determining the appropriateness of materials for minors is the sole responsibility of their parent or guardian.

The Bettendorf Public Library Information Center’s Board of Trustees endorses the American Library Association’s statements and interpretations of: *Library Bill of Rights* (Appendix A), *Freedom to Read* (Appendix B), and *Freedom to View* (Appendix C). Materials selected in accordance with the library’s Collection Development Policy are considered protected under the First Amendment of the U.S. Constitution.

## **Scope of Collection**

The library provides a collection of classic and contemporary fiction and non-fiction titles in various genres and formats, reflecting a wide variety of viewpoints and reading levels. Library materials (new and used) may be purchased from library suppliers, retail outlets, subscription agencies, online providers and independent sales, etc. The collection is not archival in focus, nor is it designed for formal educational support.

### *Collection Areas-Target Audiences*

- Adult Fiction and Nonfiction- Collection of materials in various formats, developed for the information and recreational interests of a general audience aged 18 yrs. and older.
- Young Adult Fiction and Nonfiction- Collection of materials in various formats, developed for the information and recreational interests of a general audience aged 12-18 yrs.
- Juvenile Fiction and Nonfiction- Collection of materials in various formats, developed for the information and recreational interests of a general audience aged 4-12 yrs.
- Early Readers- Collections of materials in various formats, developed for the information and recreational interests of a general audience aged B-5 yrs.
- Reference- Nonfiction resources in various formats, developed for the information and recreational needs of a general audience aged 18 yrs. and older.
- Learning Resources- Collection of print materials developed for parents, teachers and caregivers of children useful in addressing topics children encounter in everyday life. Includes Adult and Juvenile titles.
- Adult Audio/Visual- Collection of materials, in various formats, developed for information and recreational interests of a general audiences aged 12- 18 yrs., and 18 yrs. and older. Some materials utilize standard MPAA ratings for user reference.
- Young Adult/Audio- Collection of materials in CD format developed for the information and recreational interests of a general user audience aged 12-18 yrs.
- Juvenile Audio/Visual- Collection of materials in various formats developed for the information and recreational interests of a general user audience aged B-12 yrs. Some materials utilize standard MPAA ratings for user reference.

### *Formats- Including but not limited to:*

- Standard Print, Picture Books, Readers, Board Books, Graphic Novels, and Large Print (high demand items may be purchased in multiple copies).
- Audio-CD (spoken-word and music), Vox Books, Playaway, (Abridged and unabridged, based on availability).
- Visual- DVD (Standard and Blu-ray), Playaway Views, Launchpads.
- E-services- E-books, e-audiobooks, e-periodicals, and digital music and video downloads, online

- proprietary subscription services.
- Electronic devices
- Periodicals- In-print and online. Back issues are retained for 1-3 years, based on storage space and electronic availability.
- Newspapers-In-print and online.
- Book Kits- Early Reader Collection (B-5 yrs) and Adult Book Discussion Kits (DIBS).
- Non-traditional collections—passes to local attractions, tools and equipment kits.
- Electronic Databases.

The library does not collect or retain:

- Textbooks
- Abridged print materials
- VHS, Cassettes or Vinyl recordings
- Personal or family histories
- Personal or historical collections or artifacts
- Periodical/Magazine archives, aside from Quad-City Times or Bettendorf News
- Specialized Genealogy materials
- Artwork

## **Selection and Maintenance**

### *Responsibility for Collection Selection and Maintenance*

Per City Ordinance, responsibility for the selection of library materials and maintenance of the library collection rests with the Library Director. Collection development and maintenance is directly overseen by division management staff, as authorized by the Library Director. Materials selection and collection maintenance is assigned to qualified library staff by division management.

### *Suggestion for Purchase*

Library patrons may request/recommend materials for purchase. Suggestions for material purchases submitted by Bettendorf residents will be evaluated by the Library Director, and/or designee, according to the Library's Collection Development Policy. The *Suggestion for Purchase* form is available online via the Library's website and at the Library's public service desks, or via email or phone.

### *Selection Criteria*

Items identified for purchase or retention will meet several (not necessarily all) of the following general criteria:

- Current and projected future needs and interests of the local community
- Current strategic plan service responses and goals
- Suitability/support of library's mission and goals
- Accuracy/timeliness of information and content
- Authors, artists or publisher's qualifications and/or reputation
- Evaluations in professional review media

- Contribution to diversity of the library's collections
- Inclusion of item title in standard bibliographies or indexes
- Noteworthy/acclaimed material (prizes and awards)
- Popularity/demand/ multiple requests- consideration for purchase
- Quality and/or sustainability of format
- Affordability/budgetary availability

### *Independently Published Material*

The Bettendorf Public Library Information Center is often asked to include items that are written and/or published independently. This can include materials that are self-published or items published through a vanity press company. The Bettendorf Public Library prioritizes materials with local or regional connections, as well as collection relevance that will appeal to a wide audience. A positive review in one or more library review journals (ex: Library Journal, Kirkus, Publisher's Weekly) or sources that specialize in independently published materials (ex: Foreword, Small Press Review, Independent Publisher) is particularly helpful to the BPL selection staff.

Information regarding the material should be sent to the Bettendorf Public Library's Information or Youth Services divisions. The following information should be included:

- A brief summary of the material
- Link(s) or reference to any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- Optional: OCLC World Cat Record (if known)

### *Evaluation and De-selection (Withdrawal of Materials)*

The library collection must be continually evaluated to ensure it meets the needs of the local community. An attractive and useful collection will be maintained through systematic *de-selection* (withdrawal) and replacement of materials, as part of an ongoing process of collection analysis. The process of de-selection withdrawal ("weeding") is facilitated by qualified staff, under the direction of library management staff. Library materials are evaluated utilizing the CREW method and may be repaired, withdrawn, or replaced according to:

- Relevance to local need, merit, factual accuracy, or obsolescence
- Rate of Collection Usage- Circulations, requests and reserves.
- Availability of similar/duplicate materials within the local collection, or another library through resource sharing

- Affordability
- Availability in a newer edition or better title on subject
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space

Items withdrawn from the collection may be sold, discarded or donated by authority of the Library Director, or his/her designee (management). The library will not withdraw an item simply because a patron objects to its content or wishes to purchase it.

Note: E-resources and digital resources will be evaluated according to the same criteria as the collection of physical materials.

## **Resource Sharing**

Various factors, including shelf space and budget, may limit the comprehensive collection of materials in some subject areas. To obtain materials not owned or beyond the scope of the library's collection guidelines, patrons in good standing may borrow materials from other libraries through system holds and interlibrary loan. Bettendorf Public Library Information Center contracts full membership with the RiverShare Libraries Consortium, SILO (State of Iowa Libraries Online), Mobius Inn-Reach, and OCLC (World Cat).

Library materials may be borrowed and lent through interlibrary loan and system holds between RiverShare, SILO, OCLC member libraries, typically at no cost, although postage charges may apply for items transited via U.S. Mail (OCLC-World Cat).

## **Donated and Gifted Materials**

Donations of materials are accepted by the Friends of the Bettendorf Public Library Information Center, in respect to condition (new or like new), usability, suitability and available storage space. Donated materials may or may not be added to the collection and are subject to all library collection guidelines as stated in this policy. The library reserves the right to refuse any donation of materials. Donations not added to the collection, or withdrawn from the collection, may be placed in resale, donated or discarded at the discretion of the Library Director, or their designee. For tax purposes, donors will be provided with a receipt upon request for the *number of items* donated, only. Donors are responsible for determining the fair market value of the gift/donation. The library does not appraise donations. Please see *Gift and Donor Policy* for details.

## **Reconsideration of Materials**

Requests for reconsideration of library materials call into question selection decisions made in the selection process. The reconsideration process is designed to ensure the selection was appropriate and in accordance with library policy and informs the patron of the philosophy and criteria used within the selection process. Residents whose concerns are not satisfied by the determination of the Library

Directors are invited to present requests for reconsideration of materials at the next meeting of the Board of Trustees. Trustee evaluation and subsequent determinations regarding requests for reconsideration of library materials are final, and Trustees will not revisit additional reconsideration requests on the same material(s)/resource(s) again for a three (3) year period (based on the typical de-selection timeline for library materials).

*Meeting Rooms, Bulletin Boards and Display Cases.* Challenges related to displays of materials within the library's meeting rooms, reading areas, bulletin boards and display cases will be assessed according to this policy. See *Appendix E* for more information on the reconsideration of library resources process.

### **Policy Revision**

To support the changing needs of the community, this policy will be reviewed annually, and revised no less than once every three (3) years pursuant to accreditation requirements as defined by *In Service to Iowa: Public Library Standards* (Section 1.6).



## **APPENDIX – A**

### **LIBRARY BILL OF RIGHTS (AMERICAN LIBRARY ASSOCIATION)**

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.*

*Inclusion of "age" reaffirmed January 23, 1996.*

## **APPENDIX- B**

### **FREEDOM TO READ STATEMENT (AMERICAN LIBRARY ASSOCIATION)**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany

these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need

others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## **APPENDIX- C**

### **FREEDOM TO VIEW STATEMENT (AMERICAN LIBRARY ASSOCIATION)**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. **Endorsed January 10, 1990, by the ALA Council**

## APPENDIX-D

### REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES (BETTENDORF PUBLIC LIBRARY)

The Bettendorf Public Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. As a Bettendorf resident, if you wish to request reconsideration of library resources, please return the completed form to the Library Director of the Bettendorf Public Library Information Center, 2950 Learning Campus Drive, Bettendorf, Iowa 52722.

[Please note that this form may become part of the public record.]

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Bettendorf, Iowa 52722

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_ Organization? \_\_\_\_

Resource on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Textbook \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine

\_\_\_\_ Library Program \_\_\_\_ Audio Recording \_\_\_\_ Newspaper \_\_\_\_

\_\_\_\_ Electronic Information/Network (please specify): \_\_\_\_\_

Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer of the resource \_\_\_\_\_

What brought this resource to your attention? \_\_\_\_\_

Have you examined the entire resource? \_\_\_\_\_

What concerns you about the resource? (Use other side or additional pages if necessary.)

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

## APPENDIX- E

### RECONSIDERATION OF LIBRARY RESOURCES- GUIDELINES

1. Residents requesting reconsideration of materials, programs, or services of the Bettendorf Public Library Information Center will be furnished with a copies of the following:
  - a) *Reconsideration of Library Resources* Form (Appendix D), to be completed by the patron and forwarded to the Library Director. This form stays on file with the Library Director, and may be subject to public record.
  - b) *ALA's Library Bill of Rights* (Appendix A)
  - c) *ALA's Freedom to Read Statement* (Appendix B) and/or *ALA's Freedom to View Statement* (Appendix C)
  - d) Bettendorf Public Library's Collection Development Policy
2. The Library Director will examine the resource, as well as critical reviews, and may confer with the library staff selector/programmer for additional information, if necessary. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. Library resource(s) under review will remain accessible to library users until a determination is made.
3. The Library Director will respond in writing to the patron initiating the request, outlining the above procedures and announcing the disposition of the material in question. The letter may include an invitation to the library to discuss the matter with the Library Director.
4. If unsatisfied with the Director's decision, a patron desiring further action may initiate a written request for consideration with the Bettendorf Public Library Information Center's Board of Trustees, which has final authority. Trustees will not revisit additional reconsideration requests on the same materials/resources again for a three (3) year period (based on the typical de-selection timeline for library materials).
  - a. Members of the public attending Library Board of Trustee meetings must adhere to the public meeting guidelines and rules as outline by the Bettendorf Library and City of Bettendorf administration. Repeated disruptions or refusal to comply with said guidelines may result in removal from the meeting space.