

## **Collection Development**

The library's adopted collection development policy is consistent with principles of intellectual freedom as found in such documents as the U.S. Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide.

The materials selected for the Linden Library will be in the format of printed books, DVDs, CDs, and non-traditional items. The materials selected will be best sellers, popular subjects, most requested authors, materials to update the reference collection, and most requests from patrons. One-third of the budget will be spent on juvenile material and two-thirds on adult material. Reviews in journals, professional library publications, recommendations from other librarians, award-winning books, and book examinations will guide the purchase of children's and adult books.

### **Request for Withdrawal or Addition of Material Policy**

Whenever a patron objects to the presence or absence of any library material, the complaint will be given a hearing. All complaints to staff members will be referred to the Librarian who will discuss the matter with the complainer. If not satisfied, the patron may make an appointment with the Board of Trustees to discuss the matter further.

If the patron wishes, he/she will be asked to put in writing the complaint/request. The Librarian will examine the item in question, if it is a withdrawal request, check reviews, and determine whether it conforms to the standards of the material selection policy. If it is a request for the addition of an item that has been rejected by the library, the Librarian will reconsider its addition. The Librarian will decide whether or not to add the material in question and will write to the complainer giving the reasons for the decision. Materials subject to complaint shall not be removed from use pending final action.

### **Gifts Policy:**

1. It shall be the policy of the Linden Public Library to accept gifts of historical and/or educational value as determined by the board of trustees.
2. Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition he/she deems advisable.
3. Monetary donations will be used according to the donor's wishes, if possible: otherwise, appropriate usage will be determined by the board of trustees with input from the librarian.

**Weeding:**

Books are withdrawn on the following basis:

4. Unnecessary items, outdated material, books no longer of interest or in demand, worn or mutilated copies. Frequency of circulation, community interest, and availability of newer and more valid materials are of prime consideration.
5. Local history material will not be discarded.
6. Fiction once popular but no longer in demand is discarded as are fiction books that were purchased to meet demands no longer existing.
7. Magazines are discarded after six (6) months and newspapers are retained for three (3) months.

Board approved December 18, 2007

Board approved November 30, 2010

The board read and approved with no changes on February 3, 2016

The board read and approved changes on February 4, 2020

The board read and approved the changes on February 27, 2020