

SCOTT COUNTY LIBRARY SYSTEM MATERIALS SELECTION POLICY

I. Mission Statement

It is the mission of the Scott County Library System to make available materials and information in a variety of formats to people of all ages. This is accomplished through our staff, collections, current technology, comfortable and accessible facilities, and cooperation with other agencies and organizations.

While well-rounded services are provided, special emphasis is placed on materials, opportunities and programs to:

1. Fill the popular needs of all ages
2. Provide informational resources for research on topics of personal interest, and
3. Encourage and inspire a love of reading and learning, especially in pre-school aged children.

II. The Policy

The intent of the Materials Selection Policy is to further the stated mission of the Scott County Library System. The policy will serve as a guide in the selection of materials and to inform the public about the principles upon which the selections are made. The Library recognizes its responsibility to provide access a variety of subjects and views, and the collection is developed with materials in a wide variety of formats. The Library subscribes to the general principles embodied in the American Library Association's Library Bill of Rights and supports the rights of library users to choose what materials area appropriate for their own or their children's use.

III. The Collection

The collection is composed of materials in multiple formats that satisfy the interests and needs of the community served by the Scott County Library System. There are six library locations and a bookmobile that house items from the collection and these materials float between the locations. The collection contains materials for all ages and includes popular items and research resources. Special attention is given to maintaining items of local significance in the collection.

IV. Responsibility for Selection

The responsibility for selection rests with the professional staff. The general public and staff members may recommend items for consideration. The ultimate responsibility for selection rests with the director who operates within the framework of policies established by the Library Board of Trustees.

V. Criteria for Selection

The Scott County Library System strives to provide a collection of materials in a wide range of formats and materials. General criteria that are used for the selection of materials are:

- Public interest, demand or need

- Contemporary significance or permanent value
- Accuracy
- Reviews from professional journals
- Local significance
- Date of publication
- Cost and availability
- Relationship to existing materials
- Suitability of format

VI. Suggestions for Purchase

The Library welcomes and considers all suggestions from Scott County Library System cardholders for additions to the collection. A Request for Items Not Available in RiverShare can be submitted to the Reference Desk, and suggestions will be evaluated based on the selection criteria listed above.

VII. Collection Maintenance

The Library's collection is analyzed and evaluated by professional staff to ensure that it continues to meet the needs of the community. Library materials are withdrawn for the following reasons:

- The information is obsolete
- The content is inaccurate
- The item is damaged or in poor condition
- The item has insufficient use
- Availability of other resources

VIII. Gifts

The Scott County Library System accepts and appreciates gifts of new or gently used materials. In order to be added to the collection, gifts must meet the same selection criteria as purchased items and will be subjected to the same evaluation criteria when collection maintenance is performed. Items that are donated become the property of the Library and will not be returned. The donation of materials is tax deductible, and the Library will provide you with a letter documenting your donation but it cannot assign a value or appraise your items.

The Library welcomes and appreciates monetary donations to purchase books and materials as memorials. Monetary gifts are also tax deductible.

The Library reserves the right to refuse gifts that do not fit within the Library's mission or follow the adopted policies.

IX. Request for Reconsideration

A great effort is made to provide a balanced collection for all locations of the Scott County Library System. The Library attempts to represent all sides of controversial issues. In no case does the Library take an official stand on any public question. The function of the Library is to provide information, not to advocate specific points of view.

Any Scott County Library System cardholder wishing to make a formal complaint may do so by filling out the form Request for Reconsideration of Library Materials. The form will be considered by the Library Board of Trustees, and their decision will be final. The material will not be removed from the collection while being reconsidered.

Approved by the Board of Trustees
October 1984
Revised September 1986
Revised September 2013
Revised October 2015
Readopted May 2018
Readopted May 2021

Library Bill of Rights

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

APPENDIX B
Request for Reconsideration

SCOTT COUNTY LIBRARY SYSTEM
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name: _____ Date: _____

Address: _____

City: _____

Telephone: _____ E-mail: _____

1. Resource on which you are commenting on:

_____ Book	_____ AV material
_____ Magazine	_____ Newspaper
_____ Audio Recording	_____ Other

2. What brought this resource to your attention?

3. What concerns you about this resource? (Please use other side if necessary).

4. What other resource do you suggest to provide additional information and/or another viewpoint on this topic?

This form should be completed and submitted to Library Director, 200 N. 6th Avenue, Eldridge, IA 52748.