

## Collection Development Policy

1. Collection development involves the identification, selection, acquisition, and evaluation of the library's collection.
2. The Library sets its major goals in collection development as:
  - a. The advancement of knowledge.
  - b. The education and enlightenment of the people of the community.
  - c. The provision of recreational reading in both print and electronic format.
3. Basic to the policy is the Library Bill of Rights as adopted by the American Library Association and the Freedom to Read Statement.
4. The responsibility for collection development lies with the Library Director. The Library Director, however, may delegate his/her collection development responsibilities to other staff members in their particular area of responsibility.
5. Selection of materials will be based on the professional judgment and expertise of the library director or his/her designated staff member. The selection of materials will be based on these criteria:
  - a. An understanding of the community needs.
  - b. The knowledge of authors and publishers.
  - c. By reviews found in professional, literary, specialized and general periodicals.
  - d. Bestseller lists.
  - e. To satisfy a public varying greatly in education, interests, tastes and reading skills.
6. The library collection will contain the various positions expressed on current issues, including unpopular or unorthodox positions. The public library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his own decisions.
7. The library will not attempt to furnish materials for formal courses offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but it is not designed to furnish reading required for academic study.
8. Print materials for all age ranges and reading levels will constitute the largest collections in the library. The print collection will include paperbacks, large print materials, nonfiction, periodicals, board games and newspapers.
9. Audiovisual materials are included in the library's collection. The current formats are audio books on CD, video games and movies in DVD and Blu-ray format, and microfilm.
10. The library's collection contains e-Books through various sources. e-Books are electronic versions of print books offering a wide range of research, reference and reading materials.
11. The library's collection includes a virtual library of electronic databases accessible through the library's website with a valid library card.

12. The library's collection does and can include electronic devices and various types of technology for circulation.
13. The library's collections will be weeded on a yearly basis. Criteria for weeding materials is as follows:
  - a. Materials not circulating for five (5) years will be discarded.
  - b. Worn beyond mending or rebinding.
  - c. Superseded by a truly new edition or by a much better book on the subject.
  - d. Duplicate copies no longer needed.
  - e. Misleading, factually inaccurate, or outdated information.
14. Exceptions to the above criteria are:
  - a. Local history and books of value for genealogy and writings by local authors may be retained longer.
  - b. Worn paperbacks not circulating for three (3) years may be removed from the collection to utilize available space in the library.
  - c. One calendar year of the oldest periodicals (magazines) is discarded at the beginning of the new calendar year.
  - d. Newspapers with the exception of the Nebraska City News Press are recycled after three (3) months.
  - e. Obsolete audiovisual formats not circulating for three (3) years may be removed from the collection to utilize available space in the library.
  - f. Subscription electronic databases may be discontinued or changed to another database due to lack of usage.
15. The Library Director has the choice to offer discarded materials to another library or to the public for a freewill donation.

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