



# **CASCADE PUBLIC LIBRARY**

## **Collection Development Policy**

The purpose of the Cascade Public Library is to guide the Librarian in selection, inform the public about the principles upon which selection decisions are made, and 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.

The responsibility of the library is to serve the entire community; not to promote, and above all, not to censor any political, moral, philosophical, or religious convictions or opinions.

The collection development policy is used by the library staff in the selection of materials and 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 Cascade Public Library Board of Trustees and are integral parts of the policy.

### **Responsibility for Selection:**

The ultimate responsibility for the selection of library materials rests with the library director who operates within the framework of the policies determined by the Cascade Public Library Board of Trustees.

### **Criteria for Selection:**

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand within the community
- Suitability of material for the clientele
- Existing library holdings
- Budget

### **Scope of the Collection:**

The basic policy of selection is to choose the best new materials and replace items that are still in circulation that are no longer useable.

Including materials in the collection does not constitute endorsement of their content. The Library recognizes that any given item may not appeal to some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

## Interlibrary Loan

Because of limited budget and space, the library cannot provide all the materials that are requested. Therefore, interlibrary loans are used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for using interlibrary loans to satisfy the needs of our patrons, the Cascade Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to try to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## Gifts and Donations

The Cascade Public Library encourages people wishing to donate a book or other item in memory of another person to ask the Library Director for a list of wished for items. This ensures that the library does not have duplicate items in the collection, and that the item is one that is needed in the community. A memorial plate will be placed inside the memorial item(s).

Gifts of money will be accepted for adding materials to parts of the collection. The selection of the actual materials will be made by the Library Director and staff.

All other donated items will be placed in the annual book sale.

The Cascade Public Library does not accept donated subscriptions.

The library cannot appraise the value of donated materials, although it will provide an acknowledgement of receipt of the items if requested by the donor.

## De-Acquisition

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, condition, usefulness, more recent acquisitions, and availability of newer editions. This **ongoing process** of de-acquisition is the responsibility of the library director and is authorized by the Cascade Public Library Board of Trustees. Withdrawn materials will be disposed of by the library director as he/she sees fit. Materials will be candidates for removal if they are in poor condition, not used for a period of 3-4 years, or if the information contained within them is inaccurate.

CLASSIFICATION	LAST CIRC (years)	COPYRIGHT (years)	Notes
Adult fiction	3 years	Doesn't apply	
Adult Nonfiction	3 years	Varies depending on subject	
Biography (popular)	3 years	Doesn't apply	
Biography (historical)	3 years	Doesn't apply	
Young Adult fiction	Turnover rate	Doesn't apply	

Children's fiction	Turnover rate	Doesn't apply	
Iowa History & Genealogy Collection	Doesn't apply	Doesn't apply	This collection is generally only culled based on condition
DVD's & Audiobooks	2 years	Doesn't apply	
Games and other circulating items	Varies	Doesn't apply	Some items do not circulate so will be evaluated by condition only

The Accreditation Standard for public libraries in Iowa, according to the Library Trustees Handbook states the following:

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31. (Tier 3) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. On average, three percent or more of the collection is withdrawn each year. An average based on the last three years of withdrawals will be used to determine this standard.

To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc. Divide the number of items withdrawn by the total number of items

held at the BEGINNING of the year.

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32. (Tier 3) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard. Report all items added regardless of funding source. Include donated items.

### **Confidential Records**

The Cascade Public Library recognizes that the records of circulation of library materials are confidential in nature and advises all library employees that such records shall not be made available to anyone, including any agency of federal, state, or local law relating to civil, criminal, or administrative investigatory power. Furthermore, the library will resist the issuance or enforcement, of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.



## Potential Problems or Challenged Materials

The Cascade Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made based on the anticipation of approval or disapproval, but solely based on the principles stated in this policy.

Responsibility for a child's use of library materials rests with his/her parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Access to Library materials will not be restricted based on age except in the case of select circulating equipment, which requires checkout by patrons over 18 due to high replacement costs.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Cascade Public Library Board of Trustees after receipt of a completed form. The "Statement of Concern about Library Resources form" can only be completed by a patron that has a card at the Cascade Public Library.

*By the Cascade Public Library Board of Trustees*

*Adopted: 2/5/15*

*Revised: 11/8/18, 11/4/21, 9/15/22, 1/6/23, 10/3/23, 12/2/25*

A handwritten signature in dark ink, appearing to read 'Kathryn Balster', is written over a horizontal line.

Kathryn Balster, President Cascade Library  
Board of Trustees