WAUKEE PUBLIC LIBRARY	BOARD
SECTION 7.1	APPROVED: 1/87
COLLECTION DEVELOPMENT	Updated: 6/94 Revised 4/02, Reviewed 1/06, Revised 1/08, 2/16, 2/20, Reviewed 1/23, Revised 11/26

COLLECTION DEVELOPMENT POLICY

The Waukee Public Library provides library materials for the information, entertainment, intellectual development, and enrichment of the residents of the Waukee Public Library service area. Library materials are chosen according to this Collection Development Policy.

Purpose of the Collection Development Policy

- To further the Mission and roles of the Waukee Public Library.
- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

General Collection Development Principles

The Waukee Public Library serves as a public forum where ideas, information, and perspectives are freely explored and exchanged. The Library's collections, displays, programs, and services are intended to reflect the broad range of interests, experiences, viewpoints, and cultures found within our community and the larger society.

The Library recognizes that a diverse collection includes materials representing a wide variety of perspectives, including those that may differ from one person to another. The collection reflects the experiences and contributions of people of different ages, backgrounds, abilities, identities, cultures, and life experiences. By providing access to a broad range of ideas and viewpoints, the Library supports lifelong learning, informed decision-making, intellectual curiosity, and the freedom to explore information without undue restriction.

Due to the possibility of false or misleading information, and reported unauthorized use of human authored texts and illustrations by artificial intelligence, materials with known artificial intelligence created content may be excluded from the collection.

The Waukee Public Library endorses the Library Bill of Rights of the American Library Association. See Section 1.5

Responsibility for Selection

Library material selection is vested in the Library Director and such members of the library staff as the director appoints. All library materials are selected, acquired, and maintained in accordance with applicable federal and state laws. Patrons can request material at the circulation desk, by telephone, email, or online form. Every effort will be made to fill those requests as availability and funding allows.

General Selection Criteria

These general criteria are taken into account for all materials selected for the Waukee Public Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's, or publisher's qualifications and/or reputation
- Evaluations of review media
- Contribution to diversity or breadth of collection
- Inclusion of title in standard bibliographies or indexes
- Quality of production
- Affordability
- Demonstrated popularity and appeal to a broad audience
- Support of the Library's mission and roles

Selection Tools

The library subscribes to professional library periodical and editorial reviews to review and evaluate sources for material selection.

Adult Materials

Adult Fiction, Genres, and Graphic Novels

The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of Waukee. Multiple copies of frequently used titles are provided as demand and funding allow.

Adult Nonfiction

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Materials for which there is a heavy, temporary demand may be selected as funding allows.

Special Criteria (in addition to General Criteria)

- Suitability for intended audience (research-level books not purchased)
- Ease of use, including index, bibliography and illustrations
- Currency of material

Periodicals

The library maintains a collection of print and digital magazines for informational and recreational reading.

Newspapers

Newspapers are selected to provide local, state, and regional coverage.

Local History

The library maintains a collection of print books about Waukee, Dallas County, and the State of Iowa. Additions to the collection will be added as availability and funding allows.

Young Adult Materials

The Waukee Public Library's young adult collection provides educational and recreational materials for young adults ages 12-18. Multiple copies of frequently requested titles are provided as funding allows. Due to the wide range of tastes and abilities in this age group, there is some duplication between the young adult collection and both the adult and junior collections.

Young Adult Fiction and Graphic Novels

Special criteria (in addition to General Criteria)

- Reputation and popularity of author or title among young adults
- Presentation at a level and in a format that appeals to young adults
- Inclusion of material on recommended reading lists
- Subject matter of special interest to young adults

Young Adult Nonfiction

Special criteria (in addition to General Criteria)

- Presentation at a level and in a format that appeals to young adults
- Usefulness of material in research
- Subject matter of special interest to young adults
- Currency of material

Children's Materials

Children's materials are selected to meet the recreational, educational and cultural needs of children from infancy through age twelve. Multiple copies of frequently requested titles are provided as funding allows.

Junior Fiction

The Library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, appealing titles that will attract readers of many tastes and abilities. Popular series titles are purchased in response to patron requests and as funding allows.

Special Criteria (in addition to General Criteria)

- Reputation and popularity of author, title or series among children
- Presentation at a reading level and in a format that appeals to children
- Inclusion of material on recommended reading lists
- Subject matter of special interest to children

Picture Books, Early Readers, and Board Books

These books in which illustrations are as important as text, serve to introduce children to the world of books. The library includes a wide variety of material for adults to read to babies, toddlers, and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Special Criteria (in-addition to General Criteria)

- Relationship of illustrations to text

- Appeal of story and illustrations to children
- Durability of format
- Inclusion of material on recommended reading lists

Junior Nonfiction
The junior nonfiction collection contains general informational works, browsing items, and subject oriented materials on topics of interest to children preschool age through fifth grade. The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available to area schools.

Special Criteria (in addition to General Criteria)
- Ease of use, including index, bibliography and illustrations
- Quality of illustrations, maps, graphics, and photographs
- Usefulness of material for research

Multimedia and Digital Resources

Playaways
The Playaways collection is intended to fill the recreational and informational needs of children. Both abridged and unabridged formats are included but no attempt is made to provide a comprehensive or in-depth collection.

Special criteria (in addition to General Criteria)
- Availability of replacements
- Quality production

Electronic Resources
Electronic resources are increasingly important additions to the library collection. Selection of databases, ebooks, downloadable audiobooks and downloadable magazines follow the same criteria as all other physical materials.

Special criteria (in addition to General Criteria)
- Availability of resources

Collection Maintenance / Weeding

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn, or replaced based on the following:

- The needs and interests of the community
- Number of circulations, requests and reserves
- Availability of similar materials in the collection
- Affordability
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space
- Availability at other local libraries