**Sergeant Bluff Public Library**

**Collection Policy**

*This policy outlines information related to the library’s collection of materials.*

Sergeant Bluff Public Library has developed its collection policies with the following purposes.

**MATERIALS SELECTION**

The responsibility for selecting library materials and developing the library collection rests with the Library Director, who works under authority of, and policies determined by, the Board of Trustees. The City Code of Sergeant Bluff bestows the responsibility for purchases upon the Library Board (Code of Iowa Section 336.8(5)). The Library Director acts as agent of the Board of Trustees in selection of all materials.

Materials for the library collection are chosen for a wide variety of reasons, but always with the information, self-education, and/or recreational pursuits of library users in mind. The decision to purchase a new item for the library collection is almost exclusively based on demand or need.

**Selection Based on Demand:** Library patrons are an important part of the selection process, so individual patron requests are generally honored if requests conform to selection and directional guidelines outlined in this policy statement.  Other high demand items include best sellers and active subject areas.

**Selection Based on Need:** A certain amount of material added to the library collection is designed to update and/or further develop certain subject areas. The library uses a variety of sources to provide a selection of materials representing various sides of an issue.

The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position. We recognize that as a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community.  In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

**SELECTION GUIDELINES**

Sergeant Bluff Public Library strives to maintain a collection of materials suitable for all ages and interests. The collection encompasses a wide variety of genres and topical subject areas.

The library augments its collections with access to interlibrary loans.

Library resources include children’s books, easy reader materials, juvenile materials, young adult/teen materials, adult books, fiction and non-fiction materials, government documents, local history items, limited periodicals and newspapers, and paperbacks, as well as non-print materials such as DVDs and online resources.

Regarding online resources, the Library Director will determine which links to resources available on the World Wide Web to provide on its website by applying the same basic standards that are used in selection of other materials. Access is in no way limited to these sites, and Sergeant Bluff Public Library can assume no responsibility for accuracy of information accessed online; nor can we control or monitor information accessed.

PLEASE NOTE: Responsibility for reading materials and online resources accessed by minors rests with their parents and legal guardians. Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials their parents consider inappropriate.

**GIFTS**

Sergeant Bluff Public Library welcomes gifts of books, magazines, and other materials; donors will receive a receipt for tax purposes upon request. Use of all donated items is at the discretion of the Library Director.

Financial gifts are welcome. Unless specifically designated by the donor, use of financial gifts is at the discretion of the Library Director and Board of Trustees.

Memorial gifts are also possible. When Sergeant Bluff Public Library receives a memorial gift for specific purchase of books or other materials, the Library Director will consult with the donor and memorialize the item with a book plate or other suitable commemoration upon request.

**COLLECTION WEEDING**

Sergeant Bluff Public Library maintains an active program of weeding its collection. Material that is worn, damaged, outdated, or no longer needed may be removed from circulation. A continuous weeding program represents a conscientious effort to keep the collection representative and suited to the present needs and interests of the community.

**STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS**

If an item has been selected for Sergeant Bluff Public Library collection, it will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set forth in this policy statement. Patrons who wish to object to materials in the collection must follow the Statement of Concern Policy, which begins by completing a Statement of Concern about Library Resources Form available from the Library Director. Sergeant Bluff Public Library welcomes such interest in its collection, and all requests will be given serious attention. The Board of Trustees will review requests and challenged materials, then respond according to the Statement of Concern Policy. Challenged materials will not be removed from circulation while awaiting resolution of stated concern.

**BILL OF RIGHTS / FREEDOM TO READ**Sergeant Bluff Public Library supports the [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill) as adopted by the American Library Association (ALA) Council on Jan. 23, 1996, and the [Freedom to Read Statement](https://www.ala.org/advocacy/intfreedom/freedomreadstatement#:~:text=We%20believe%20rather%20that%20what,life%2C%20but%20it%20is%20ours.) as adopted by the ALA Council and Freedom to Read Committee on June 30, 2004. These statements are available for public review online or at the front desk of the library.

REVISED: 4/10/25

APPROVED: