

Carter Lake Public Library

Collection Management Policy

Purpose:

Collection management encompasses all activities that create and maintain the material holdings that comprise the collection of Carter Lake Public Library. The purpose of this document is to present to our community the what, how, and why the library collection is built and maintained in support of our vision, mission, and core values.

Vision:

We aim to be THE cornerstone of the community by ensuring everyone has access to the knowledge, resources, and tools that they need to succeed. Our library is more than just a building filled with books - it's a vibrant community hub that fosters creativity, innovation, literacy, and lifelong learning for all ages. We strive to support intellectual freedom, provide a welcoming and inclusive environment, and encourage community engagement and participation. Through our collections, programs, and partnerships, we aim to enrich our patrons' lives and contribute to our community's growth and vitality. With a shared sense of purpose and a commitment to excellence, the Carter Lake Public Library is poised to be a vital part of our community for generations to come.

Mission:

Is to provide a welcoming and inclusive environment, support intellectual freedom, encourage community engagement, and inspire the realization of individual potential.

Collection Management Policy:

Libraries reflect the diversity and character of the communities they serve. Excellence in library service is defined by the fit between the library's service roles and the needs and expectations of the community it serves. The service roles assigned to the library identify the parameters of each type of collection. Those roles articulate the type of service that the library seeks to offer its community, and, as such, are essential to building and maintaining its collections. The application of these roles must underlie every collection management decision, from the initial recommendation of a title to its consideration to its selection and incorporation into the collection to its de-selection, or weeding, from the collection.

The Carter Lake Public Library collects materials, in a variety of popular formats, which support its function as a major resource for a diverse community. The collection is designed to be a popular collection of high-demand

materials that reflect the tastes and interests of the public. The collection also serves the informational and recreational needs of the general public. Patron use is a powerful influence on the Library's collection. Circulation, patron recommendations to purchase, and number of patron holds are analyzed to trigger the purchase of new and high-demand items. Selections are also made to enhance and provide diversity to the existing collection. Carter Lake Public Library's collection management philosophy supports the inherent belief that each individual is a valued patron. The collection provides materials to support the needs of each individual and does not place a value on one patron's needs or preferences over another's. The library upholds the right of every patron to access material and information, even if the content is controversial or unacceptable to others. Materials for children and teens are intended to support recreational reading, encourage and facilitate early literacy and reading skills, broaden their vision, stimulate and widen their interests, enhance their education, and reflect community diversity. The reading, listening, and viewing activity of children and teens is a parental responsibility. The library respects the rights of parents to guide and oversee their own children's development.

Selection of Resources:

Selection refers to identifying and evaluating specific items to add to the library collection. The selection process may also include selecting or licensing products that will provide patrons access to materials without actual library ownership. Staff are responsible for selecting material that fits within the collection development policy. Final responsibility and authority for selection rests with the Library Director, who operates within the framework established by the Iowa State Library. The Library Director provides oversight of the collection via an organized structure for planning, budgeting, selecting, and managing library materials. Staff select materials in all formats and in all areas of the library. Library staff makes data-driven decisions based on professional expertise, collection analysis, and circulation statistics. For more details please refer to the Collection Development Policy.

Collection Maintenance:

Collection Maintenance ensures that collections are current, attractive, diverse, responsive, and useful to patrons and to the community. Collection Maintenance includes collection analysis as an ongoing process, repairing, replacing, and weeding materials, and keeping accurate records of library holdings. Collection Maintenance is just as vital as the selection process to build a useful and responsive collection. Collection maintenance is a shared responsibility. Library staff provides statistical data to aid in the evaluation of library collections. Library staff have the responsibility of ensuring that conscientious collection maintenance is an ongoing and consistent effort. Decisions concerning the removal of materials and resources from CLPL's collection are made based on patterns of use, the capacity of each location, and the holdings of other libraries available to CLPL patrons. Staff members evaluate the collection using the following criteria:

- Physical condition

- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local topics
- Availability elsewhere including other libraries and online resources

Inventory is done on the collection every six months to show any missing items in the collection and what needs to be improved on, or if replacements need to be ordered for damaged or aged items. Weeding of library materials happens at least once a year. Items that have not been checked out in 5+ years are removed from the shelves. These items are then either sold by the library, distributed to the little free libraries, donated, or recycled.