

# SCOTT COUNTY LIBRARY SYSTEM MATERIALS SELECTION POLICY

## **I. Mission Statement**

The Scott County Library System brings information, ideas, learning, and creativity to all corners of the community, expanding possibilities and enriching lives both within and beyond our walls.

## **II. The Policy**

The intent of the Materials Selection Policy is to further the stated mission of the Scott County Library System. The policy will serve as a guide in the selection of materials and to inform the public about the principles upon which the selections are made. The Library recognizes its responsibility to provide access a variety of subjects and views, and the collection is developed with materials in a wide variety of formats. The Library subscribes to the general principles embodied in the American Library Association's Library Bill of Rights and supports the rights of library users to choose what materials are appropriate for their family's use.

## **III. The Collection**

The collection is composed of materials in multiple formats that satisfy the interests and needs of the community served by the Scott County Library System. There are six library locations and a bookmobile that house items from the collection and these materials float between the locations.

## **IV. Responsibility for Selection**

The responsibility for selection rests with the professional staff. The general public and other staff members may recommend items for consideration. The ultimate responsibility for selection rests with the director who operates within the framework of policies established by the Library Board of Trustees.

## **V. Criteria for Selection**

General criteria that are used for the selection of materials are:

- Public interest, demand or need
- Contemporary significance or permanent value
- Accuracy
- Reviews from professional journals
- Local significance
- Date of publication
- Cost and availability
- Relationship to existing materials
- Suitability of format

## **VI. Suggestions for Purchase**

The Library welcomes and considers all suggestions from Scott County Library System cardholders for additions to the collection. A Request for Items Not Available in RiverShare can

be submitted to the Information Desk, and suggestions will be evaluated based on the selection criteria listed above.

## **VII. Collection Maintenance**

The Library's collection is analyzed and evaluated by professional staff to ensure that it continues to meet the needs of the community. Library materials are withdrawn for the following reasons:

- The information is obsolete
- The content is inaccurate
- The item is damaged or in poor condition
- The item has insufficient use
- Availability of other resources

## **VIII. Gifts**

The Scott County Library System accepts and appreciates gifts of new or gently used materials. In order to be added to the collection, gifts must meet the same selection criteria as purchased items and will be subjected to the same evaluation criteria when collection maintenance is performed. Items that are donated become the property of the Library and will not be returned. The donation of materials is tax deductible, and the Library can provide a letter documenting the donation but it cannot assign a value or appraise items.

The Library welcomes and appreciates monetary donations to purchase books and materials as memorials. Monetary gifts are also tax deductible.

The Library reserves the right to refuse gifts that do not fit within the Library's mission or follow the adopted policies.

## **IX. Special (Archival) Collections**

The purpose of Scott County Library System's Iowa Special Collection is to curate, protect, and provide access to a collection of manuscripts and documents specific to rural Scott County life and history (outside the city limits of Bettendorf and Davenport).

Primary collecting areas for this specific subset of the collection include:

- Scott County and Scott County town histories excepting the municipalities of Bettendorf and Davenport.
- Works by Scott County authors associated with rural areas or towns outside the municipalities of Bettendorf and Davenport.
- Scott County cookbooks
- Publications of North Scott Schools
- Scott County newspapers published outside of Bettendorf and Davenport
- Scott County atlases

In making acquisition decisions for this subset of the collection, the Library considers the development policies and collections of other area institutions as well as space and storage

available at branch facilities. In the case that local materials are declined, professional staff can try to find an appropriate local or state facility to accept the donation.

When acquiring unpublished materials, the Library requires donors to complete a deed of gift. This deed transfers legal ownership of the donation to the Library and allows the Library to keep track of donors and record the history of the donation.

No accessioned material shall be removed from special collections except with the permission of the Director and Technical Services Coordinator. Deaccessioning shall be based on any of the following criteria:

- The material is outside the scope of the Mission statement and primary collecting areas or is no longer relevant to the purposes and activities of the institution by the direction of the Board of Trustees
- The provenance of authenticity of the material has been disproved
- The material is redundant, or the library acquires a better or more complete example of the material
- The material has deteriorated to a degree that renders it no longer useful

An electronic record of deaccession will be kept for Special Collections.

## **X. Request for Reconsideration**

A great effort is made to provide a balanced collection for all locations of the Scott County Library System. The Library attempts to represent all sides of controversial issues. In no case does the Library take an official stand on any public question. The function of the Library is to provide information, not to advocate specific points of view.

Any Scott County Library System cardholder wishing to make a formal complaint may do so by filling out the form Request for Reconsideration of Library Materials. The form will be considered by the Library Board of Trustees, and their decision will be final. The material will not be removed from the collection while being reconsidered.

Approved by the Board of Trustees  
October 1984  
Revised September 1986  
Revised September 2013  
Revised October 2015  
Readopted May 2018  
Readopted May 2021  
Revised October 2022  
Revised October 2023

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

**APPENDIX B**  
**Request for Reconsideration**

**SCOTT COUNTY LIBRARY SYSTEM**  
**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Resource on which you are commenting on:

_____ Book	_____ AV material
_____ Magazine	_____ Newspaper
_____ Audio Recording	_____ Other

2. What brought this resource to your attention?

3. What concerns you about this resource? (Please use other side if necessary).

4. What other resource do you suggest to provide additional information and/or another viewpoint on this topic?

**This form should be completed and submitted to Library Director, 200 N. 6<sup>th</sup> Avenue, Eldridge, IA 52748.**