

Davenport Public Library Collection Development Policy

Principles

The Library Board of Trustees considers reading, listening and viewing to be individual, private matters and that full, confidential and unrestricted access to information is essential for patrons to exercise their constitutional rights. The Library endorses the principals outlined in the [Library Bill of Rights](#), the [Freedom to Read Statement](#), the [Freedom to View Statement](#), and the [Statement on Labeling and Rating Systems](#) of the American Library Association.

While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*). The collection will provide individual access to information and materials in various formats to serve a wide variety of needs.

Library materials are selected for values of interest, information and enlightenment of all the people of the community. The Library will not exclude any material because of the race, nationality, sexual orientation, or the political or religious views of the writer. Additionally, items will not be removed from the collection solely due to controversy of any kind about the author. The Library will provide the fullest practicable range of material presenting multiple points of view concerning the problems and issues of our time – locally, nationally and internationally.

The selection of any material for the collection does not constitute an endorsement of its contents. The Library recognizes that some materials are controversial, and that any given item may offend someone. Selection decisions are made solely on the merits of the work in relation to the collection and the needs and interests of the community.

The collection will be organized, marked and maintained to help people find the materials they want. Any labeling, sequestering or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

The Board recognizes that resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries and electronic and other methods of information access are valid and necessary ways of meeting community needs.

Responsibility

The responsibility for the selection of books and other library materials lies with the Library Director, acting according to the general policies established by the Board. The Library Director delegates this responsibility to the Assistant Director who works closely with a Collection Development Committee composed of professional library employees.

Selection Criteria

Factors considered when adding specific materials or resources to the collection include, but are not limited to:

- Accuracy of the information
- Compatibility with library technology
- Relation to other material on the subject in the present collection
- Current or historical significance of author or subject
- Popular demand and current trends
- Present and potential relevance to community needs
- Balance of viewpoints in the collection
- The nature of the media and the technical quality of production
- Availability of funds, cost of items and storage space in the collection
- Professional judgment
- Available formats
- Availability from designated vendors

Electronic materials and sites selected from the internet and linked to the library website are subject to the same selection criteria as other materials. An item need not meet all criteria in order to be acceptable.

The Library encourages [public suggestion of items and subjects to be considered for the collection](#). Serious consideration will be given to purchasing requested materials when these requests meet collection objectives. Materials donated will be considered under this same criteria. Donated materials become the property of the Library and as such cannot be returned to the donor. The Library reserves the right to add the title to the collection or dispose of it if it is not needed.

Maintenance of Collection

Deselection and replacement of materials is an ongoing process and decisions are based on the overall goals and mission of the Library. Deselection is intended to keep the collection viable and useful and is completed by professional library employees as directed by the Assistant Director. Deselection criteria include:

- Damage or poor condition
- Space limitations and availability elsewhere
- Accuracy
- Relevance
- Popularity

Request for Reconsideration of Library Materials

A Davenport resident who objects to library materials may complete a Request for Reconsideration of Library Materials form available at service desks at all library locations. A maximum of one form may be submitted at a time. Information submitted on the form must be written in the resident's own words.

Library employees will review the reconsideration request to ensure that it provides full information about the nature of the complaint and forward it to the Library Director. The Library Director, Assistant Director, Information Services Supervisor, and Youth Services Supervisor will review the form, material under reconsideration and published reviews. Library materials will not be removed from the collection while awaiting resolution of a request.

The Library Director will respond in writing to the person submitting the statement of concern. Decisions regarding the questioned materials may be appealed to the Library Board of Trustees. Once a final decision has been made regarding the title, the Library will not reconsider the title again for two years.

For titles on the RiverShare Libraries OverDrive platform, refer to the RiverShare Libraries [Collection Development Policy](#).

Special Collections

Materials in Special Collections are retained due to the rare and special nature of those collections. Refer to the [Richardson-Sloane Special Collections Center Collection Development Policy](#) for details.

Adopted by the Library Board of Trustees: 12/1996

Reviewed: 11/1999 | 11/2002

Revised: 08/2005 | 11/15/2011 | 04/15/2014 | 05/15/2018 | 07/21/2020 | 12/20/2022