

Adopted and Revised 4/13/2019

III. Collection Development

A. Description of your community and its needs

1. The population of Truro ia about 430 and Ohio Township about 900. Interstate 35 School is located in Truro. Many of the families have both parents who work in Des Moines. There is one church in town. Most of the people are Caucasian with few minorities. Truro is about 4 miles west of Interstate 35 south of Des Moines.

B. Purpose of Collection

1. The collection, books, magazines, videos, CDs, DVDs and materials are available for the patron's use. The collection consists of a variety of interests and provides free access to all expressions of ideals through which any and all side of a question, cause, or movement may be explored. The collection provides the ideas and information, in a variety of formats, to allow people to stay informed.

C. Criteria used for selection, complaint and reconsideration

1. Best seller list provides a guide for the purchase of books
2. Request from patron
3. Popular authors provide a guide for our purchases
4. Items purchased must be within our budget
5. Complaints are handled by the Librarian. She must ask the Board of Trustees to solve complaints that she does not choose to dissolve. Complaints are recorded on a form for that purpose.
6. Reconsideration of any question to solve at the regular monthly meeting of the Board of Trustees, with recommendation of the Librarian.

D. Statements concerning intellectual freedom

1. The American Library Association affirms that all libraries are forums for information and ideas.
2. The Library provides every individual with the freedom to seek and read information from all points of view without restrictions.

- E. Evaluation of collection including withdrawal/weeding of materials
 - 1. Books are withdrawn from the collection based on: not having been checked out for 5 years or in poor condition.
- F. Cataloging, Maintenance
 - 1. Before a new book is put on the shelf, it is recorded, bar coded, and pocket with card inserted with author's name and category.
 - 2. The book is looked over when returned.
- G. Gifts and donations including requests for appraisals, disposal of unwanted
 - 1. Gifts and donations of books, and etc.: First check to make sure we do not already own. If donated book is in better condition than the copy we have, we switch. We try to sell any books that are duplicates, first in library, then after several months, we take them to ½ price book store to sell. We will also recycle when necessary.
 - 2. Appraisals are done for donated materials upon request.