

Melbourne Public Library strives to provide books and other library materials of value and interest for information and enlightenment, for all the people of the community. The library attempts to maintain a collection of carefully selected representative book and non-book materials that are of both current interest and permanent value. Since the community it serves is both urban and rural, it will strive to meet the demands of clientele from both areas. It attempts to serve the children, young-adults, adults, and elderly.

Library materials will never be excluded because of the race or nationality, or the social, political, or religious view of the authors. The library will try to provide materials representing all points of views concerning current problems and issues at the local, national, and international levels. However, materials on controversial issues that present only one side of a question and are written in a violent, sensational, and inflammatory manner will ordinarily not be selected.

Censorship will be challenged by the library authorities in maintenance of their responsibility to provide public information and enlightenment. Obscene materials, which are deliberately lewd, shall not be admitted to the library; however, exclusions shall not be judged by taking single passages out of context and basing condemnation of that book in such lifted passages. The Librarian and Board of Trustees stand ready to review individual decisions upon written request.

It is the responsibility of the library to give full meaning to the freedom to read, and will attempt to do so by providing books that enrich the quality of thought and expression. The Library will accept books or other materials which persons wish to donate; however, the Librarian and Board of Trustees reserve the right to screen all materials received in this manner, and to discard, destroy or otherwise dispose of any which do not meet the Library's needs.

The Librarian acts as the agent of the Board of Trustees in book selection. Selection procedures shall follow the principles set forth in the Library Bill of Rights and the Freedom to Read Statement of the Library Association, and in accordance with federal and state laws.

It is further the obligation of this Library to keep the current policies of the Librarian for book selection or rejection in a written form, subject to change, as necessary, upon approval of the Board of Trustees.

Current Approval Policy for Library Materials

1. No highly specialized material in the fields of law, medicine, science, etc., is purchased. An effort is made to select titles of merit as indicated by recognized book reviews.
2. The Library does not favor nor discriminate against any religious group. Purchase of religious books is limited to those of a general nature or to recognized classics and standard reference items.
3. An effort is made to purchase fiction of some literary merit. The selection of fiction involves a variety of types of novels and the need to satisfy readers of differing tastes, interest, purposes, and reading levels. We will, in the majority of cases, purchase books on best sellers' lists to make them available to the public, even though some may be considered to be ephemeral in nature. Other resources may include review publications for libraries or consumers, book orders/subscriptions, and recommendations from patrons or other libraries after review by the Library Director.
4. The library has a variety of books in large print and will continue to add to these materials.
5. Children's and young adult materials will follow the same guidelines as stated; however, special consideration is given to appropriateness. The Library cannot assume the responsibility of deciding what a child may or may not read. That responsibility must lie with the home and the parent/guardian.
6. Materials particular to our community will be added to and maintained in the collection.
 - a. The history of Iowa and the towns of Melbourne, Rhodes, and the surrounding areas are maintained with original documents or historical records. Documents may be included for historical, cultural, genealogical, or other purposes.
 - b. Government documents, such as ordinances, state codes, and agendas or minutes for the Library Board, are kept up to date and available to the public. Federal documents, as well as other government documents, will be accessed whenever possible electronically. Additional government documents are included as needed.
7. It is necessary to weed our collections regularly. The "CREW" method of evaluation and weeding will be the authority used. In doing so, consideration will be given to the following:
 - Age of material based on copyright
 - Usage circulation
 - Physical appearance
 - Literary merit or accuracy of material
 - Value to the community

Gifts and Endowments

The Melbourne Public Library welcomes gifts of library materials, money, or real property. These gifts help enrich and improve public library resources.

1. Endowment and legacies left in trust of the Board of Trustees shall be invested in CDs (certificates of deposit), a savings account separate from the city, or other like securities.
2. All gifts of articles, books, rare items, etc., donated to the Library shall become the property of the Library and shall be used, displayed, or disposed of as the Board deems fitting and proper.
3. Specific money given as gifts may be deposited in the Library's savings, which are separate from the city's general fund.
4. Appraisals will not be given on individual items. However, the library staff will assist the patron in finding appraisal sources.
5. Memorial books or other library materials may be donated in honor of a friend or relative, and are marked with a special bookplate.
6. Used books and paperbacks can often be used in the library's collection. Items not needed by the library are sold at the book sale sponsored by the Friends of the Melbourne Public Library.
7. Generally, the library does not accept textbooks or books in poor physical condition. These books and magazines are given to the Friends.
8. The Library may or may not accept donations of specialized collections. A decision will be made on an individual basis by the Library Board of Trustees, based on the recommendation of the Library Director.
9. The Library applies the same criteria for evaluating gift items as it applies to purchased material. Gifts will be withdrawn in the same manner as purchased material. The library shall not notify donors of withdrawal or replacement of gift items.
10. All gifts are tax deductible and the library will furnish (upon request) a statement for tax purposes, but does not place a financial value on items.
11. No gifts are accepted unless given to the library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the library. All donations are accepted only if the Library Director feels they can be utilized by the library.
- 12.

Controversial Materials

The Board of the Melbourne Public Library endorses the [Freedom to Read Statement](#) and its interpretations. Materials selected under the Collection Development Policy are considered protected under the [First Amendment of the United States Constitution](#).

Public libraries preserve and enhance the people's right to a broader range of ideas than those held by any one librarian, publisher or government. On occasion, there can be diverse opinions by individuals or groups as to what is acceptable or appropriate for the collection. Library collections are not limited to only those ideas and information one person or group believes to be true, good and proper.

The Board of Trustees believes that anyone is free to reject for himself/herself library materials of which he or she does not approve. However, the individual cannot restrict the freedom of others to read, view or hear.

Parents or legal guardians have the responsibility to guide and direct the reading, viewing or listening of their own minor children. The library does not take the place of the parent or guardian.

Resident patrons who initiate comments or complaints will receive copies of the [Library Bill of Rights](#), the [Freedom to Read](#), and the Collection Development Policy and the Statement of Concern form. The Library Director will go over these materials with the patron. It is important to understand that concerns call into question selection decisions that have been made according to policy. The process of registering complaints is designed to make sure the selection was appropriate and results in informing the patron about the philosophy and criteria used. Resident patrons whose concerns are not satisfied by staff are invited to attend any meeting of the Board of Trustees. The decision of the Board shall be final.

The Collection Development Policy will be reviewed periodically to make necessary revisions.

Adopted: May 2, 2017.

Revised: November 13, 2019.

Statement of Concern about Library Resources

Adopted: November 5, 2005 Revised: October 30, 2015 Reviewed: November 3, 2015

Date _____

Name _____

Phone _____

Address _____

City _____ State _____ ZIP _____

Resource on which you are commenting (check item):

- Book
- Magazine
- Newspaper
- Audio-visual Resource
- Content of Library Program
- Other

Title _____

Author/Publisher or Producer/Date _____

1. What brought this resource to your attention?

2. To what do you object? Please be as specific as possible.

