

The West Bend Public Library provides materials and resources to support the educational, informational, cultural, and recreational needs of the community. Collection development is an ongoing process that includes the selection, maintenance, and withdrawal of materials in a variety of formats to ensure a balanced, current, and accessible collection that reflects community interests and needs.

The Board of Trustees affirms its commitment to the principles of intellectual freedom and adopts the following American Library Association documents as the foundation of this policy:

- **The Library Bill of Rights**
- **The Freedom to Read Statement**

Materials are selected to represent diverse viewpoints and expressions. The presence of an item in the collection does not constitute endorsement of its content by the Library, its staff, the Board of Trustees, or the City of West Bend. Materials are not removed solely because they may be considered controversial or objectionable by individuals or groups.

1. Selection Guidelines

- Materials are selected in accordance with the Library's mission and strategic goals.
- Selection decisions consider cost, space limitations, availability, existing holdings, and community demand.
- Materials are chosen to inform, enlighten, and entertain users of all ages and abilities and to provide a diversity of viewpoints. No material is excluded because of the origin, background, or views of those involved in its creation.
- Patron requests and suggestions are welcomed and considered within the framework of this policy.

2. Access

- The Library recognizes the right of individuals to choose materials for themselves but does not restrict access to materials for others.
- The Library does not act in loco parentis. Responsibility for a child's use of library materials rests with parents or legal guardians.

3. Selection Responsibility

- Responsibility for collection development rests with professional library staff, who apply professional judgment and the criteria of this policy.
- The collection may include, but is not limited to, print and digital books, magazines, newspapers, audiovisual materials, and electronic resources.

4. Collection Maintenance

- Materials are evaluated on an ongoing basis to ensure relevance, accuracy, condition, and use.
- Items may be withdrawn due to age, condition, lack of use, or space considerations, while locally significant materials are generally retained.
- Withdrawn materials may be sold, donated, or recycled in accordance with Library practices.

5. Gifts and Donations

- A. The Library accepts gifts at its discretion and retains unconditional ownership of all accepted donations. Donated materials must meet the same selection criteria as purchased items and may be withdrawn at any time.
- B. Monetary gifts may be used at the discretion of library administration to support collections, programs, and services consistent with Library priorities.
- C. Gifts are tax deductible; receipts are available upon request. Library staff do not provide appraisals.
- D. Donated materials must be in formats currently collected by the Library. Items not added to the collection may be used for book sales to benefit the Library.
- E. The Library does not accept materials that are damaged, dirty, infested, outdated, or in formats no longer supported, including textbooks, condensed books, outdated nonfiction, audiovisual formats no longer in use, withdrawn library materials, or single or back issues of magazines

6. Statement of Concern

- A. The West Bend Public Library and the Board of Trustees recognize that patrons may have concerns regarding the inclusion or exclusion of specific library materials, programs, or practices and welcome the expression of those concerns. The Library and Board will consider Statements of Concern submitted by residents of West Bend and rural Palo Alto and Kossuth Counties. All concerns will be addressed promptly and courteously.
- B. Process:
 - Prior to submitting a Statement of Concern form, individuals are encouraged to discuss their concern with the Library Director or submit the concern in writing to the Director.
 - Only one material, program, or practice may be addressed per Statement of Concern form.
 - Following discussion with the Director, individuals or groups seeking further review may submit a completed Statement of Concern form for consideration by the Board of Trustees.
 - The Statement of Concern will be reviewed by the Board of Trustees at a regularly scheduled meeting. In accordance with Iowa law, Board meetings are conducted in open session, and submitted Statements of Concern become public records.
 - At the meeting, the individual or group submitting the concern may present comments. The Library Director and/or staff may provide a response.
 - The Board of Trustees will make a final determination regarding the concern and may communicate its decision to the individual or group.
 - A specific material, program, or practice will be considered through this process no more than once every five (5) years.

Reviewed Feb. 2013

Reviewed/revised Feb 2016

Revised June 2019

Revised Sept 2022

Revised Feb. 2026