

COLLECTION DEVELOPMENT POLICY KIMBALL PUBLIC LIBRARY

PURPOSE

This collection Development Policy governs the selection and maintenance of the Kimball Public Library's collection of materials. Because of the volume of publishing as well as the limitations of budget and space, this policy is used by the library staff in the selection of materials and also serves to acquaint city government officials and the general public with the principles of selection. Suggestions that serve to clarify or strengthen these policies are always welcome.

The Board of Trustees of the Kimball Public Library subscribes in principle to the statements of the policy on library philosophy as expressed in the *Library Bill of Rights* and the *Freedom to Read Statement* adopted by the American Library Association, copies of which are appended and made a part of this policy.

OBJECTIVES

The Kimball Public Library strives to satisfy the diverse needs and interests of the citizens of Kimball and the broader Panhandle area through the selection, acquisition, organization and preservation of library materials in a variety of media. The library is directed in this process by the following objective:

- ❖ To facilitate continuing education, both formal and informal.
- ❖ To encourage informal self-education.
- ❖ To help people know more about themselves and their world.
- ❖ To meet the basic informational needs of the area served.
- ❖ To encourage the development of reading skills.
- ❖ To give access to a variety of opinions on matters of current interest and contemporary problems.
- ❖ To stimulate thoughtful participation in the life of the family, the community, the country and the world.
- ❖ To support the democratic process by providing materials for the education and enlightenment of the community.
- ❖ To nourish intellectual, aesthetic, creative and spiritual growth.
- ❖ To promote the use of books and other library materials for recreation and enjoyment.

RESPONSIBILITIES FOR SELECTION

The ultimate responsibility for selection of materials, as with all library activities, rests with the Library Director who operates within the framework of policies determined by the Kimball Public Library Board of Trustees.

Other members of the professional staff share initial selection of books and other materials. Suggestions from other staff members and the public are always welcomed and given serious consideration. Because the Library Director must be able to answer to the

Library Board and the general public for materials added to the collection, she/he has the authority to reject or select any item contrary to staff recommendations or suggestion from the public.

Responsibility for the reading of children and adolescents' rests with their parents or legal guardians. Library materials are not marked or identified to show approval or disapproval of contents. No book or other item is sequestered, except for the purpose of protecting it from damage or theft. Selection of materials for the adult collection is not restricted by the possibility that children or adolescents may obtain materials their parents consider inappropriate.

SELECTION CRITERIA

A policy, however high its standards, cannot replace the judgment of the librarians, but provides goals and guidelines that will assist them in choosing from the vast array of available materials. The librarian utilizes professional judgment and expertise, based on an understanding of community needs and the knowledge of authors and publishers, in the process of selecting materials, and is aided by reviews found in professional, literary, specialized and general periodicals in addition to the standard lists of basic works. At times, the library staff may consult subject area specialists.

Materials will be judged on the basis of content and style of the work as a whole, not by selected or random passages or scenes. All acquisitions whether purchased or donated are considered in terms of the standards listed below. An item need not meet all of the criteria in order to be acceptable.

Critical influencing selection of an item include factual accuracy; effective expression; current usefulness; significance of subject; interest; permanent value; relevance to the existing collection; reputation and/or authority of author; editor or illustrator; style; reputation of publisher; format and ease of use; scarcity of information in a subject area; availability of material in other area libraries; price and availability; attention of critics, reviewers, media and public.

Demand is a valid factor in book selection. Materials selected because of demand are generally of popular interest or of significant current interest, not always of enduring value. Best sellers are evaluated on their individual merits as well as demand.

The following are generally recognized **selection aids** used by the staff at the library, but selection will not be limited to these:

<i>Booklist</i>	<i>Good Reads</i>
<i>Library Journal</i>	<i>Publishers Weekly</i>
<i>Public Library Catalog</i>	<i>Fiction Catalog</i>
<i>School Library Journal</i>	<i>Children's Catalog</i>

Publishers' catalogs and bibliographies prepared by various libraries and subject authorities may also be consulted.

MATERIALS

Adult Books

Adults will be served by materials relevant to their day-to-day needs, interests and activities. The aim of the library is to provide the mature, adult public with materials needed for general reading, reference and recreation. All backgrounds, abilities and levels of education in the adult community served by the library will be taken into consideration.

In selecting fiction, the library sets no arbitrary single standard of literary quality. An attempt will be made to satisfy a public varying greatly in education, interests, tastes and reading skills.

Children's Books

The library supports a separate collection of books and other materials to meet the interests, needs, and reading abilities of children from preschool into middle school.

Children's books reflect the wide diversity of our times. Parents and/or legal guardians who wish to limit or restrict the reading of their own children should personally oversee their selections. The library believes that individuals may reject for themselves or their children, books which they find unsuitable; however, the library cannot exercise that restriction on others.

Information on an adult level pertaining to children's literature, juvenile library materials and library service to children will be included in the collection as will reference materials developed for children.

Physically, the collections in the children's room of the library are to be fresh, lively and attractive.

Young Adult Books

The library supports a collection for young adult grades 7-12 as a transition between children's reading and the adult collections. This collection is primarily recreation in scope and includes both hardback and paperbound books that reflect the emotional needs of adolescents and the wide diversity of our times. Parents and/or guardians who wish to limit or restrict the reading of their own young adults should personally oversee their selections.

No separate reference collection is maintained, and young adults are expected to use the adult reference and informational services.

Reference Books

The reference collection is a non-circulating collection of materials acquired to provide ready access to factual information to satisfy the general requests and more frequently expressed information needs of the community.

Some reference titles will be replaced every year; others can be used for two or three years without having a negative effect on the quality of reference/information service given. The Library Director will make replacement decisions based on available funding.

The purchase of expensive reference sets, trade directories and financial services is determined by budget limitations.

Questions which fall beyond the limits of the reference collection or the general circulation collections will be referred to other libraries through Interlibrary Loan.

Large Print Books

The library maintains a limited collection of general interest books in large print for individuals with visual impairments and others who prefer the larger type. The library assists individuals who are unable to read conventional print material because of visual or physical handicaps to obtain talking books, tapes and Braille material for the Nebraska Talking Book and Braille Service, administered by the Nebraska Library Commission.

Professional Collection

Materials relating to library science are selected primarily for the professional development of the staff and for program and service ideas. These materials are cataloged and made available for public use.

Area History

The library has a collection of books and other materials (diaries, photographs, oral histories, publications of local agencies and organizations) relating to the history of the surrounding area and the state of Nebraska. Most of these titles are long out-of-print and are collectors' items. The library policy is to keep these historical books and documents stored in the Cultural Room. The use of these materials is restricted to in-library use unless circulating permission is granted by the Library Director for special research projects. The Cultural Room is locked unless it is being used for a meeting. Entrance into the Cultural Room must be approved by the library staff.

Genealogy

The Plains Genealogical Society also maintains their collection in the Cultural room. The materials are for use by the genealogy members in accordance with their rules. If a member of the general public would like access to this material, a member of the Plains Genealogical Society or an informed library staff person designated by the Society must be present to assist.

Newspapers

Newspapers are selected to provide current local information and to satisfy casual interest in current events.

The library maintains current files and microfilmed back files of the local newspaper. Other newspaper subscriptions will be added as funds permit.

Magazines

Periodicals are selected to supplement the book collection, provide recreational reading, aid in book selection and furnish professional reading for the staff. Periodicals selected are those, which are considered authoritative and objective, indexed in standard periodical indexes, of local interest or frequently in demand.

Other Print Materials

Selection of material for the **pamphlet file** is based on its value as supplementary material to the book collection, especially that which contains information too current to be found in books. This file should be weeded regularly to eliminate out-of-date materials except for pamphlets of historical interest to the community or surrounding area.

Audio-Visual Materials

The library maintains a limited collection of DVDs and audio books.

Adult audio books and juvenile audio books are purchased following the same criteria for books and generally duplicate titles in regular print.

Video titles are for home use circulation unless public performance rights are issued free-of-charge with the purchase of the video. Major emphasis will be how-to videos, children's entertainment, documentaries, and classic or award winning feature films.

Cost is a major factor in selection of DVDs and audio books.

Book Format

Most books selected for the library, especially those considered to be of lasting value, are purchased in **hardback**.

Books of ephemeral interest, mainly for recreational reading, are obtained in **paperback**. Donations are welcomed. Some titles, of lasting worth to the collection, may be available in paperback only. These titles will be cataloged and shelved in the circulation collection.

GIFTS AND MEMORIALS

Donations of books or other library material, or donations of money for the purchase of library materials are welcomed. The library, however, accepts gift materials with the explicit understanding that those, which are useful to the library collection, will be retained, and other items disposed of through the Friends of the Kimball Library.

Suggestions of specific titles or subjects are welcomed when memorial donations are given, but the final decision, based on the library collection, rests with the library.

The library reserves the right to integrate gifts into the general collections as they cannot be given special housing, but an appropriate book plate will be placed in each gift if requested by the donor.

The library will not accept, for deposit, materials which are not outright gifts. The exception is exhibits of special collections which, upon approval of the Library Director, may be set up by the owner for a limited time and at the owner's risk.

The library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes, but will acknowledge the receipt of gifts in writing if requested by the donor. The acceptance of gift materials appraised by a third and disinterested party does not in any way imply an endorsement of the appraisal by the library.

MAINTAINING THE COLLECTION

Duplication

Inherent in the selection process is the problem of evaluating the demand and need for purchase of materials. Additional copies of a book in heavy demand should be purchased.

Replacement

A replacement is an item purchased to take the place of an identical title previously in the collection. The library does not replace automatically all materials withdrawn because of loss, damage or wear. Need for replacement is judged by two factors: existence of adequate coverage of the subject, especially if more current information is available, or demand for the specific title.

Weeding

The library maintains an active policy of withdrawal based on the elimination of outdated material, books no longer of interest or in demand, duplicates and worn or mutilated copies. Frequency of circulation, community interest and the availability of newer and more valid materials are of prime consideration. Fiction titles, once popular but no longer in demand, are discarded as are non-fiction titles purchased to meet demands no longer existing. The library will retain local history, writings by local and select Nebraska authors and books with local settings regardless of circulation patterns. Classics novels will also be retained for historical purposes.

In line with guidelines established for accreditation by Nebraska libraries, it is expected that 3 % of the collection will be weeded annually when averaged over a three-year period of time.

Materials discarded from the collection are turned over to the Friends of the Kimball Library for disposal through book sales.

COOPERATION WITH OTHER LIBRARIES

The Board of Trustees recognizes that no single library can meet all demands in its community. Libraries working together can more fully meet the full needs of users. The board encourages active participation in the Western Library System and other library agencies in order to strengthen the services and resources of the Kimball Public Library.

Expanding techniques of interlibrary loan on a local, state and federal level will be utilized to improve service to library patrons. In addition, in order to avoid unnecessary duplication of expensive materials, one factor in the selection will be consideration of the kinds of materials available to the public through the local community colleges, Regional West Medical Center Library and Chadron State College.

Although school and academic libraries in the area have primary responsibility for providing curriculum-related materials, the Kimball Public Library accepts responsibility for serving students with supplementary reading and reference materials. The library does not accept responsibility for providing copies of specific titles or materials in subject areas to meet the demands of a total class or academic course.

RECONSIDERATION OF MATERIALS

Although library materials are carefully selected, the Kimball Public Library recognizes that differences of opinion, regarding suitable materials, may arise.

Library materials will not be marked or identified to show approval or disapproval of their contents, and library materials will not be sequestered except to protect them from injury or theft. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library material will not be inhibited by the possibility that books may come into the possession of children.

The public library is unique among institutions as an unbiased repository for the recorded expression of thought. It must, therefore, accept responsibility for providing free access to the public to all points of view; however, the addition of an item to the collection in no way represents endorsement by the library of any theory, ideas or policy contained in it. In the collection of the library all sides of controversial issues will be represented as far as space, budget and availability of materials allow. The race, religion, nationality or political views of the author, the frankness or coarseness of language, the controversial content of the item or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about the interests or needs that may not be adequately met by the collection. The library welcomes expression of opinion by patrons, and patrons not finding desired materials in the collection may request that the library purchase said material by filling out a "Request for a book" form. These requests will be subject to the same criteria as all other material added or deleted from the collection.

The Library Board and staff recognize the right of individuals to question materials in the library collection. An individual questioning materials in the library collection is free to ask members of the library staff concerning such material. If staff cannot resolve a patron's concerns, the patron will be referred to the Library Director. The Library Director will provide the individual with a copy of the Library Board's Collection Development Policy, including the Reconsideration of Materials Policy. If a resolution of the issues is not possible, the following steps will be taken:

1. The patron requesting reconsideration of materials will be asked to put his/her request in writing by completing and signing the "Request for Reconsideration of Materials" provided by the library. (see attached)
2. After the form is fully completed, signed, and returned to the Library Director, the statement and material in question will be reviewed by a committee of the Director and professional staff. The review committee will determine if the materials under consideration meet the criteria of the library's collection development policy. Available review literature on the material may also be consulted.
3. The Library Director will communicate in writing the review committee's decision within fifteen working days of receipt of the completed and signed Request for Reconsideration.
4. The materials in question will remain on the library's shelves until a decision is reached.
5. If the complainant is not satisfied with the review committee's decision, he/she may request a hearing before the Library Board within ten working days of notification of the decision. The request must be in writing.
6. The Library Board shall be notified that a request for a hearing regarding reconsideration of materials has been filed.
7. A hearing will be scheduled at the next possible Library Board meeting, and the complainant shall be notified in writing of the day and time of the meeting as well as the "open meeting" laws of the state of Nebraska.
8. The Library Director shall provide each Library Board member with a packet of materials including the original complaint, the review committee recommendations and any review materials that were consulted.
9. Following the hearing and after reviewing all pertinent information, the Library Board will reach a decision by the next regularly scheduled Library Board meeting.
10. The Library Board's written decision will be sent to the complainant, the Library Director, and other members of the review committee.
11. If the challenged material is retained, it may not be challenged again for another three years.
12. The Library Director shall remove, limit, or retain the material as recommended by the Library Board.
13. The decision of the Library Board will be final.

REVIEW OF THIS POLICY

This Collection Development Policy should be reviewed annually to insure that changes in goals and objectives, needs of users and potential users, priorities, new technologies, requirements and budgetary considerations are confronted and reflected in it

APPROVED 5/13/04

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