

## COLLECTION DEVELOPMENT POLICY

### **Principle:**

Kitchigami Regional Library System staff select materials for a public with widely ranging age levels, educational backgrounds, interests, and learning and reading skills. The library recognizes that other resources exist within the community and shall not needlessly duplicate functions and materials.

### **Purpose:**

The purpose of the collection development policy is to provide guidance to Kitchigami Regional Library System staff in the selection of materials, the development and maintenance of the collection and to inform the public about the principles upon which selections are made.

### **Policy**

#### **Authority and Responsibility:**

The ultimate responsibility for selection of library materials rests with the Director who operates within the framework of policies determined by the Kitchigami Regional Library System's Board of Trustees. The responsibility of the authority may be delegated to other members of the library staff. However, because the Director must answer to the library board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

#### **General Criteria**

The library purchases a variety of materials in many formats, including but not restricted to print, large print, sound cassette tapes, videos, compact disc's, microforms, pamphlets, newsletters, newspapers, magazines, computer software and electronic resources. The library does not attempt to acquire textbooks or other curriculum-related materials except those of interest to the general public.

All materials must be considered on their merit and the audience for whom they are intended. No single standard may be applied in all cases. Reviews in professional journals are a primary source for selection. However, other resources may be used including the advice of competent people in specific subject areas. Purchase of book and non-book resources are governed by the same principles.

- 1) Selection of materials is based on the merit of the work, the interest of users, reviews and staff and public recommendations. Selection does not indicate endorsement of the creator's work. Kitchigami Regional Library System provides materials of varying issues and views.
- 2) Kitchigami Regional Library System recognizes the resources of other libraries and through cooperative agreement with state organizations, other regional library systems, public, academic and special libraries, does not needlessly duplicate materials.
- 3) Textbook and curriculum related materials are provided only when they serve the needs of the general public.
- 4) Legal, medical, professional and technical works are selected only as they meet the needs of the general public.

### **Specific Criteria**

The following guidelines shall be used as general principles for selecting specific material:

- 1) The current or potential demand.
- 2) Accuracy of information.
- 3) Timeliness of material.
- 4) Permanence of the material.
- 5) Availability of materials from other libraries.
- 6) Quality of creative/or technical production.
- 7) Reputation and significance of the author.
- 8) Availability of material on the subject.
- 9) Inclusion of title in special bibliographies.

### **Categories of Materials**

**Adult:** The goal is to provide access to materials of high demand/high interest in local libraries, and to provide access to materials that serve the broad range of patron needs. Selections are based on local needs and interests.

**Young Adult:** A collection of young adult materials is maintained to meet the concerns and interests of individuals with the reading interest level appropriate for youth in junior (middle) through senior high school.

**Children:** Materials are selected to stimulate the pre-reader, encourage the beginning reader and fill the need for recreational and informational reading of older children. Titles are also purchased to meet the personal interests of and growing informational needs of children.

Reference: Materials are non-circulating and designed to provide ready access to information. In specialized subject areas, reference materials are obtained to supplement not duplicate items housed in other area libraries.

The reference collection includes government documents and materials relating to local history.

## **Formats**

Selected material may fit in more than one of the following format categories:

### 1) PRINT:

Books – will be purchased for adults, young adults and children based on interest and demand in hardbound, paperback, large print, picture book, board book, etc.

Periodicals and newspapers – will be selected based upon patron requests and use. Newspapers provide current coverage of events. Kitchigami Regional Library System will purchase community newspapers as well as regional and national titles. They will be purchased for the adult, young adult and child user.

Pamphlets – supplement the collection by providing current information not yet published in book form as well as overviews of a topic in concise format.

### 2) NON-PRINT:

Non-print materials are chosen to enhance a user's experience with the oral and visual arts and to accommodate a variety of learning styles.

Audio/Visual: Video Cassette, DVD, Sound Cassette, CD, Books on Cassette, Books on CD, microfilm and microfiche.

Electronic Resources: Internet Access, CD ROMs, PC Software and Floppy Disc.

Toys, games and puzzles that are safe and foster growth may be available for lending in those Kitchigami Regional Library System branches that can house and maintain them.

## **Allocation of Materials Funds:**

### 1. General Allocation:

Materials funds will be distributed to the branch libraries and departments based on a formula determined by the regional board.

## 2. Specific Library Allocation:

Each library is encouraged to purchase materials that will enhance their specific collections according to established plans.

### **Collection Management**

1. **Collection Development Calendar:** Each year Kitchigami Regional Libraries will allocate a base amount to allow collection development in certain topic areas (i.e. Geography and travel, Medicine and technology, Reference, 500's Natural sciences and Mathematics).
2. **Collection Maintenance and Weeding:** The objective of evaluation and weeding is to maintain a collection that is useful and up to date. Collections of public community libraries should be fresh, exciting and attractive. Maintenance of the collection is an ongoing process. Kitchigami Regional Library System follows guidelines in "The Crew Method" of weeding.

Materials that are no longer appropriate for the collection because of out-of-date content, poor condition, or lack of use will be discarded from the collection according to accepted professional practices. Materials discarded because of loss or condition will be considered for replacement. Discarded materials may be sold for fundraising purposes benefiting the library.

3. **Cooperative Agreements/Interlibrary Loan:** Kitchigami Regional Library System has developed a materials collection that tries to answer patron needs. However, no library is able to provide all the information needed by all patrons. In order to provide what patrons want in a timely manner Kitchigami Regional Library System promotes cooperative agreements and the sharing of resources with other libraries.

Kitchigami Regional Library System is a member of NCAP (Northern Lights Library Network Cooperative Automation Project), which supports enhanced resource sharing between the participating regional public library systems.

All regional systems in Minnesota are included in the Library Reciprocal Borrowing Contract.

4. **Rotating Collection:** Kitchigami Regional Library System has three rotating collections: Large Print, Video and Audio (books and music). These items are rotated on a scheduled basis to all Kitchigami Regional Library System agencies.

**Leased Collection:** Kitchigami Regional Library System leases those titles published in hardbound that have such a high demand that multiple copies are

required. When the demand decreases the leased books are returned per lease agreement plan.

## **Gifts**

Kitchigami Regional Library System accepts gifts of materials, but reserves the right to evaluate gifts for addition to the collection. The library cannot provide an evaluation of gifts for tax purposes, but will provide a letter or receipt to the donor acknowledging that the materials have been received.

Gifts of funds are always welcome, and recommendations for purchase are honored when they meet the criteria of the collection development policy.

Materials purchased as memorials are placed in the designated branch library with gift plates if desired. Gift materials become part of the Kitchigami Regional Library System collection and are available to all patrons.

## **Intellectual Freedom**

The Kitchigami Regional Library System subscribes to the Library Bill of Rights (Appendix A).

The selection of any title does not constitute an endorsement of its contents. Some materials are controversial. Decisions to purchase a title are not based on anticipated approval or disapproval, but solely in relation to building the collection serving patrons' interests. The materials and programs provided in educational, informational, cultural and recreational needs. Every effort is made to select a full range of materials representative of all points of view concerning any subject.

The right and responsibility to guide the reading, viewing and listening of children rests with their parents and legal guardians. Selection of materials for adults will not be inhibited by the possibility that the materials may come into the possession of children.

**Adopted by KRLS Board 15 November 2001**