

Policy: Collection Development	Policy Number: 8.5
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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:

I. Scope of Collection Development

KRLS staff select materials for a public with wide 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.

II. Authority and Responsibility

The responsibility for the selection of library materials rests with the Director who operates within the framework of policies determined by the KRLS Board of Trustees. The responsibility of the authority may be delegated to other members of the library staff. 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.

III. General Criteria

The library purchases a variety of materials in many formats, including but not restricted to, print, large print, sound audio, video, compact discs, 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.

1. Selection of materials is based on the merit of the work, the interests of users, reviews, and staff and public recommendations. Selection does not indicate endorsement of the creator's work. KRLS provides materials of varying issues and views.
2. KRLS recognizes the resources of other libraries and through cooperative agreement with state organizations, other regional library systems, public, academic and special libraries, and 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.

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

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

V. 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 interest.

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 including upper primary school age. 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.

Reference collection includes government documents and materials relating to local history.

VI. Allocation of Material Funds

1. General Allocations-Material 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.

VII. Collection Management

1. 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. KRLS follows guidelines in “The CREW Method.”

2. Cooperative Agreements/Interlibrary Loan: KRLS has developed a materials collection that tries to meet patron needs. However, no library can provide all the information needed by all patrons. To provide what patrons want in a timely manner KRLS promotes cooperative agreements and the sharing of resources with other libraries.

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

3. Gifts: KRLS 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 with gift plates, if desired. Gift materials become part of the KRLS collection and are available to all patrons.

VIII. KRLS 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 a collection serving patrons’ interests. The materials and programs are provided for educational, informational, cultural, and recreational needs. Every effort is made to select a full range of materials representative of all views 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.

IX. Citizen Request for Reconsideration:

The Board recognizes a Patron may have a concern about library materials, resources, messaging, displays, or the lack of a specific item or subject matter. A concerned patron who is dissatisfied with informal discussions will be offered a request for reconsideration form and must complete that form to continue the process.

1. Staff Responsibility: The Library Director, with designated professional staff (Library Staff), will review the Request for Reconsideration form and the material or resource in question to consider whether its selection follows the criteria stated throughout this

Collection Development Policy. The material or resource will remain in place during the reconsideration process. Library Staff, on behalf of the Library, will render a written decision stating reasons therefore and providing process for appeal within 15 business days.

2. Conference with Library Director: Patrons who are not satisfied with the Library Staff response may schedule a conference with the Library Director to discuss the material or resource in detail. The Director will summarize the conference, render a written decision within 15 business days concerning the retention or removal of the material or resource, and forward such decision to the patron.
3. Library Board Hearing: In the event a patron is not satisfied with the decision of the Library Director, the patron must submit a written appeal within 15 business days of receiving the Library Director decision. This appeal should be submitted to the Library Board and the patron may request to appear before the Library Board to present their concerns for discussion at the next or next subsequent regularly scheduled Board meeting, subject to notice timeline requirements of the Open Meeting Law. The Library Board will take the matter under advisement to consider the patron's concerns along with the Library Staff response. The Library Board will vote on the matter at the next regularly scheduled board meeting, subject to notice timeline requirements of the Open Meeting Law; a simple majority is required. The patron will be notified of the decision and the decision will be entered into Library Board minutes. The decision of the Library Board is final; request for reconsideration of the same material will be refused for one calendar year from the board's decision.