

Collection Development Policy

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1. Mission Statement

The Kling Memorial Library is a comfortable and welcoming place where people of all ages can stimulate their imagination, express their creativity, and satisfy their curiosity while children from birth to five will have the programs and services needed to help them enter school ready to learn.

2. Core Values

The Library values and is committed to:

- Lifelong learning that satisfies the curiosity of the community with a variety of ideas and experiences.
- Excellence in service through well trained staff.
- Innovation and adaptability through planning for the future.
- Providing a welcoming environment which minimizes barrier to use and provides opportunities for people to meet, exchange ideas and participate in the life of our community.

3. Purpose of the Collection Development Policy

This policy is a guide for library staff in their selection decisions and a source of information for the public about how materials are selected and the collection developed.

4. Responsibility for Collection Development

The Library Board of Trustees adopts the Collection Development Policy which is the guideline for building the library's collection. The American Library Association's "Library Bill of Rights" (see ALA Resources), and "Freedom to Read" (see ALA resources) are part of the selection principles, except as amended, modified, or otherwise interpreted for local application elsewhere in the policy statement or by board action.

5. Selection Criteria

Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community but is limited by factors such as materials budgets, space, agreements with other libraries, and content of existing collection. Each potential acquisition must be considered in terms of its own excellence and the audience for whom it is intended. There is no single standard that can be applied in all acquisition decisions. Some materials may be judged primarily in terms of artistic merit, scholarship, or value as human documents; other materials are selected to satisfy the recreational or informational needs of the community. Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open mindedness, and responsiveness in the evaluation and reevaluation of all library materials. In order to build collections of merit, all acquisitions, whether purchased or donated, will be considered according to the following general and specific criteria listed below alphabetically:

A. General Criteria for Evaluation of Library Material

- Appropriateness and effectiveness of medium and content
- Attention to critics, reviews, and public
- Cooperative agreements with other libraries
- Importance as a document of the times
- Insight into human and social conditions
- Present and potential relevance to community needs
- Prizes, awards, or honors received
- Relation to existing collection and material on subject
- Reputation and/or significance of author, producer, artist, etc.
- Skill, competence, and purpose of author, producer, artist, etc.
- Suitability of physical format for library use
- Suitability of subject and style for intended audience

B. Specific Criteria for Evaluation of Works of Information and Opinion

- Authority of author, producer, artist, etc.
- Clarity, accuracy, and logic of presentation
- Comprehensiveness and depth of treatment
- Contribution of the work to the balance of the collection
- Objectivity and integrity
- Representation of challenging works, including extreme and/or minority points of view

C. Specific Criteria for Evaluation of Works of Imagination

- Artistic expression, presentation, and experimentation
- Effective characterization
- Representation of important movement, genre, trend, or national culture
- Sustained interest
- Vitality and originality

D. Gifts

The library encourages gifts of materials or money to purchase them. Gift materials will be evaluated according to the criteria listed above to determine suitability for inclusion in the library's collection. Gifts will be treated as any other material in the selection and deselection process.

6. Comments and Criticism of the Collection

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the library's collection will be objectionable to some people in the community. The library in a very real sense belongs to the whole community to the minority as well as the majority.

The library staff and the library board welcome comments and criticisms of the collection as a whole or of individual items. Persons are welcome to meet with the director and then attend library board meetings to discuss the statement of purpose, selection policy, library collection as a whole, and individual items in the collection or available through the library.

Procedure followed to express concern:

- Complete the Statement of Concern form (Appendix A) and submit to the library director.

- Discuss the concern with the director

- Meet with the Library Board of Trustees to discuss the concern

- Board may convene a community group to advise

- Board makes final decision.

7. Access

The library does not restrict access to library materials except for the express purpose of protecting material from mutilation and theft. Materials are shelved for the convenience of their general audience and according to shelf space. Children, young adults, and adults may use any items in the library collection.

Parents or guardians, not the library or its staff, are responsible for the materials accessed by children. Parents or guardians and only the parents or guardians may restrict their children and only their children from access to materials or resources at the library as allowed by law.

8. Withdrawing Materials

Weeding is an essential and accepted part of library collection development.

Obsolescence, use damage, and normal wear and tear make the withdrawal of materials a continuous process. The withdrawn materials are sold, traded, destroyed, or disposed of in any way the director and Library Board deem appropriate.

Appendix A

Kling Memorial Library

Statement of Concern about a Library Resource

This form is to be completed and presented to the library director for discussion.

Date: _____

Name: _____

Address: _____

Phone: _____

Library resource on which you are commenting:

Title: _____

Author/Producer: _____

Format (example: book, video, sound recording): _____

1. What brought this title to your attention?

2. Please comment on the resource as a whole as well as being specific on those matters that concern you. Use the other side if needed.

Thank you for completing this form. Please present it to the library director.

Adopted: December 12, 2013

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