

## **Kimball Library Collection Development Policy**

### **Statement of Purpose:**

The Kimball Library Board of Trustees affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections. The Library provides an impartial environment in which individuals can find materials and resources that meet the diverse informational, cultural and recreational needs of the community. In a democratic society, individuals must be sufficiently knowledgeable to make informed decisions. Public libraries provide their users with necessary information through a wide selection of materials from a variety of points of view. The Kimball Library builds and maintains a patron-orientated collection by anticipating and responding to community needs and expectations.

### **Responsibility for Selection of Materials:**

The ultimate responsibility for selection of library materials rests with the Director who operates within the framework of policies determined by the Board of Trustees. The general public and all staff members are welcome to recommend materials for selection.

Patron demand is a powerful influence on library collection decisions. Circulation data, patron purchase requests and hold levels are all closely monitored, triggering the purchase of new items and additional copies of high demand titles. The Kimball Library's collection cannot accommodate comprehensive research needs. Interlibrary loan is available for materials beyond the scope of this library's mission and collection, and for older titles.

The Library recognizes that materials selected for the collection may be controversial and that any given title may offend any individual. Selections will be made, not on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building a diverse collection and to serving the needs of library users in accordance with the library's mission.

Staff contribute to the development of a patron-orientated collection by:

- Engaging in open, continuous two-way communication with library patrons.
- Interacting with patrons with understanding, respect and responsiveness.
- Handling all requests equitably.
- Working as a team to understand and respond to community needs.
- Responding to changing demographics as well as societal and technological changes.
- Recognizing that materials of varying complexity and formats are necessary to satisfy diverse needs of library users.
- Balancing individual needs with broader community need in determining the best allocation of budget resources.
- Seeking continuous improvement through ongoing measurement.
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

**Selection Criteria:**

With patrons that encompass infants through the elderly, selection criteria must account for varying community needs. Criteria for selection also reflect the mission and goals of the Library. In selecting materials and developing collections library staff include titles that represent the broad range of human experience, reflecting the ethnic, religious and socio-economic range not only of Atkinson, but also of the wider world. Library collections will provide a broad range of opinions on current issues. Staff is guided by the principle of selection, rather than censorship. The selection of a given item for the library's collections does not imply endorsement of a particular point of view.

To build a collection of merit, materials are evaluated according to the following standards:

General criteria:

- Present and potential relevance to building depth in the library's collection.
- Suitability of physical form for library use and format for the collection.
- Suitability of subject and style for intended audience
- Cost
- Positive review from a professional review journal or popular reviewing sources such as the *New York Times* or *Wallstreet Journal*.
- Potential user appeal.
- Importance as a document of the times.
- Relation to the existing collection and to other materials on the subject.
- Community interest and significance.

Content criteria:

- Accuracy of information
- Reputation and significance of author
- Extent of coverage
- Literary quality
- Originality and imagination
- Timeliness
- Quality of production
- Reputation and standards of the publisher
- Unabridged format
- Availability of the information elsewhere
- Date of publication

E-content - in addition to the above considerations:

- Ease of use
- Availability to multiple simultaneous users
- Equipment needed to provide access to the information
- Availability of technical support and training
- Availability in an unabridged format

**Points to consider in the selection of materials:**

- Objectionable language and vivid descriptions of sex and violence when dealt with realistically within the context of the book will not be a cause for rejecting the title.
- The responsibility for children's choices of reading material rests with the parents or legal guardians. Selection of library material will not be limited by the possibility that it may come into the possession of minors.
- Material is judged on the basis of the work as a whole and not by parts taken out of context.
- Due to limited budget and space, the Library cannot purchase all materials that are requested. Interlibrary loan is a resource to obtain materials from across the state for our patrons when a request is outside the scope of the Kimball Library's collection.

**Gifts:**

The Kimball Library gratefully accepts donations of books and other materials. The Library retains the authority to accept or reject gifts with the understanding that the same standards of selection are applied to gifts and donations as to materials acquired by purchase. Gifts become the sole property of the Kimball Library, and the Director makes all decisions as to the use, housing and final disposition of donations. Gifts cannot be returned after being added to the collection. The Library does not evaluate or appraise gift materials for tax purposes.

**Local Authors:**

Wishing to support authors from Atkinson, the Kimball Library has a small collection of titles with strong connections to Atkinson gifted by the authors. These titles do not require a professional review and may be self-published. Addition is at the sole discretion of the Library Director.

**Collection Maintenance and Weeding Policy:**

A current, appealing, useful and accessible collection is maintained through a process of continuous evaluation, withdrawing and replacing. Every title requires an individual judgment based on factors such as publishing date, frequency of circulation, community relevance, literary or scientific merit, up to date information, availability of newer titles and the physical condition of the item. Withdrawn titles are disposed of at the discretion of the Director, either through book sales, donations or proper trash disposal.