

Belle Plaine Public Library

Collection Development Policy

Board Approved April, 25, 2017

This policy serves as a selection guide for staff and educates the public about the process and principles of collection development in public libraries.

A.

Introduction

The mission of the Belle Plaine Public Library is to provide a variety of resources that meet the

educational, recreational and informational needs of community residents to promote literacy and lifelong learning.

The Belle Plaine Public Library is organized under the laws of Kansas and authorized under K.S.A. 12-1219 et seq.

The staff must select materials reflecting the totality of patron's needs in the community, rather than the selector's particular view of interest. Materials should not be excluded because of race, sex, nationality, political, ethical, or religious views of the writer or artist.

The Collection Development Policy is subject to constant change, and written guidelines cannot supplant the good judgement, professional knowledge, and experience of the staff.

B. Objective of Selection

The Belle Plaine Public Library strives to meet the needs of our service level as outlined in the Public Library Standards for Kansas. Currently, the Belle Plaine Public Library is a Service Center I, which serves a population of 1,000-2,500. At this service level the Library should provide broad subject coverage with materials in a

variety of formats. As needed, the Library supplements its resources through the South Central Kansas Library System, the Kansas State Library, and the Interlibrary Loan System.

C. Responsibility for Selection

The Belle Plaine Public Library Board delegates selection of materials and collection development responsibilities to the Library Director. The general public may also recommend items for purchase. However, it is ultimately the responsibility of the Director and staff, who operate within the framework of the policies and budget, to determine the scope of the collection.

D. Selection Criteria

- Adheres to the Library Bill of Rights and Freedom to Read and View Statements (Appendix)
- Individual merit of the material
- Compliments existing collection and is within budget
- Contemporary significance or provides permanent value
- Authority and reputation of the author and/or publisher
- Format and level is suitable for intended audience
- Meets the needs of the individual and the community- those which are expressed and those which are basic and universal whether expressed or not
- Accuracy and general quality of work
- Price, format, and ease of use
- Availability of material elsewhere in the community
- Current or most up-to-date version
- Provides multiple points of view on controversial or debatable subjects
- Popular demand or listed on the New York Time's Bestseller List
- Local interest
- Self-published materials must be approved by the Library Director

E. Scope of the Collection

1. Fiction

The Library recognizes the importance of fiction and the need to satisfy differing tastes, purposes, interests, and reading levels. The Library chooses not only distinguished, well written novels, but also popular books in all categories of fiction- humor, satire, classics, mystery, adventure, romance, science fiction, western, fantasy, etc.

2. Non-Fiction

It is the goal of the Library to provide a non-fiction collection, which will be relevant to the needs, interests, and activities of the Belle Plaine community. All backgrounds, abilities, and levels of education identifiable will be taken into consideration as materials are selected.

3. Young Adult (Teen)

The Library's teen collection specifically serves youth, ages 12-18 or grades 6-12. The age range, current literary trends, popularity, and local youth interest drive the purchasing for this collection. The goal of this collection is to keep teens reading and connected to the Library throughout their adolescent years.

4. Youth

The Belle Plaine Public Library hopes to instill in youth an enjoyment of reading for pleasure and information by selecting materials to meet their particular and potential needs, interests, and abilities. Books of interest to caregivers and parents are included in this collection as well.

This collection has additional criteria for selection:

- Materials may be chosen to compliment the local school districts collection
- Textbooks and curriculum materials will not be considered
- Suitability of subject matter or story for the intended audience

5. eContent

These collections are primarily maintained by the South Central Kansas Library

System, and the State of Kansas Library. The Library currently does not have any voice in the selection of these materials.

6. Reference

The Library maintains a small collection of reference materials. The aim of the reference collection is to make general information available both at the physical library and online. The selection of reference materials is based upon subject coverage, timeliness, affordability, and usefulness.

7. Kansas/Genealogy

The Library strives to maintain a collection related to area history and genealogy. Materials (primarily books and microfilm) contribute to the knowledge of local, state, and regional history both past and present.

Items that the Library is unable to keep and maintain are gifted to the Belle Plaine Historical Museum.

F. Access to the Collection

The Library collection is available to all members of the public. However, the loaning of materials is restricted to library card holders.

The Library's collection is accessible to people of all ages, so parents/guardians must consider what is appropriate for their own family and be responsible for their minor's access to materials at the Belle Plaine Public Library.

For specific loaning rules, please review the Belle Plaine Public Library Circulation Policy.

G. Format of Materials

The format of library materials is constantly changing. The Library strives to meet the needs of the community by providing multiple formats that engage patrons with different literacy needs, abilities, and interests.

- Print: Hardbacks, paperbacks, large print, magazines, and newspapers

- Audio: Books on CD, Playaway, and downloadable versions
- Video: DVDs
- Digital: Online databases and downloadable content, including audio and eBooks

H. Interlibrary Loan

The Library cooperates with the State of Kansas Library and the regional library systems to provide Interlibrary Loan as an essential service to library patrons. The Library abides by the Interlibrary Loan in Kansas: Overview and Best Practices Policy and any policies passed by the Kansas ILL Circuit Council.

Interlibrary Loan is not a substitution for collection development. It is used to provide essential materials for unusual situations and to make available those materials that cannot be added to the collection because of space and budget.

Fees are not charged for Interlibrary Loan within Kansas as it is part of our cooperation agreement.

I. Censorship and Controversial Material

The Belle Plaine Public Library recognizes the diverse nature of its community and the varied backgrounds and needs of all citizens. It also recognizes that some materials may be considered controversial or offensive. However, it is not the Library's responsibility to practice censorship, so no library materials will be excluded from the collection due to race, sex, political, social, and/or religious views.

Selections for this Library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. All patrons are free to select or reject materials for themselves, but censorship cannot be exercised on others.

Selection is based on the criteria given through this policy and does not represent an endorsement by the Library of any theory, idea, or lifestyle. Processing and shelving of materials in no way reflects the judgement of the materials. Additionally, labeling of materials is not required, but is used as a readers' advisory tool for patrons.

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of the parent or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

Individuals or groups objecting to any portion of the Library's collection may initiate a formal review by filling out a Request for Reconsideration form. Upon receipt of the completed form, a review committee consisting of the Library Director and two Library Board members will do the following:

1. Read, view, or listen to the material
2. Read available professional reviews as well as any customer feedback found online
3. Research how other libraries shelf or process the material in question
4. Weigh value of material as a whole, and not on passages pulled out-of-context
5. Review Collection Development Policy for guidance
6. Prepare feedback for the Library Board to review at their next regularly scheduled meeting.

The final decision for retention or removal rests with the Library Board. After the review is complete, the patron will be notified of the Library Board's decision.

J. Procedure of Implementation

Selection Aids: It is not possible to personally review every item published or produced that becomes part of the Belle Plaine Public Library's collection. However, staff members browse and review professional journals and recommendations, which aid selection.

Replacement Copies: A replacement is an item purchased to replace an identical title previously in the collection. The need for a replacement is judged by the number of copies available both in the Belle Plaine Public Library, online and in other ILL lending libraries, if a copy is lost, missing or damaged, how many items are owned on the subject, the date of publication, if it is part of a series that continues to circulate, the title's popularity, and the cost to replace the item.

Recommendations: The Library welcomes suggestions and recommendations from the community. However, all purchase recommendations are evaluated by the Selection Criteria listed above. If the item does not meet the criteria, the item may be available through Interlibrary Loan instead.

K. Weeding

The collection is systematically weeded to eliminate unnecessary items that are outdated or superseded materials, no longer of interest or in demand, duplicates, only available in a discontinued format, and/or worn or damaged from use and age. Weeding is a task that takes skill, care, time, and knowledge of the materials to be discarded. Criteria used to remove materials from the collection are the same as those used to select materials. Weeded materials may be placed in the annual book sale, which funds additional services and materials for the Belle Plaine Public Library.

L. Preservation

The Belle Plaine Public Library is committed to providing physical and environmental care to the materials in the collection. Through dusting, proper shelving, cleaning, minor mending, and adequate storage, the Library helps protect the materials from damage and deterioration to the best of our ability.

The Library does not have the space or funds to act as an archival collection, so no substantial efforts will be made to retain or preserve rare or out-of-print materials. Local history items of value and/or in delicate condition will be given to the Belle Plaine Historical Society for care and preservation.

Belle Plaine Public Library

Request for Reconsideration of Materials

Please read the Belle Plaine Public Library's Collection Development Policy before submitting this form to the Library Director.

Title: _____

Author: _____

Publisher: _____

Format: _____ (book, audio, magazine, DVD, other)

Name of Person Making Request:

Address:

City/State/Zip:

Library Card #:

Telephone: _____ Email: _____

Please answer the following questions on this form to help the Library better understand your concerns. Use additional paper if necessary.

1. What do you find offensive or objectionable? (Please be specific. Identify pages and passages.)

2. Did you read or examine the entire work? If not, what parts?

3. What do you feel might be the result of exposure to this work?

4. For what age group would you consider this work to be appropriate?

5. What do you believe is the theme of this work?

6. What would you like the library to do about this work? (Please be specific.)

Please Sign: _____

Name/Date: _____

Library Administration Only:

Library Received Date: _____

Board Meeting Discussion Date: _____

Review Committee Members:

Board Meeting Outcome:

Patron Informed in Writing Date: _____

Appendix

American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

American Library Association's Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to

counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which

our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom

to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political,

the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read

Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression The Association of American University Presses, Inc. The Children's Book Council Freedom to Read Foundation National Association of College Stores National Coalition Against Censorship National Council of Teachers of English The Thomas Jefferson Center for the Protection of Free Expression

American Library Association's Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of

the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.
Endorsed January 10, 1990, by the ALA Council