

COLLECTION DEVELOPMENT POLICY KENDALL YOUNG LIBRARY

PURPOSE

Kendall Young's will stated (Provision 10) "In the purchase of books and reading matter for said library it is my wish that such books and reading matter shall be procured as shall be helpful and instructive to the mass of the people of the city." In fulfilling this charge, Kendall Young Library seeks to provide a wide range of literary, cultural, educational, informational and recreational materials for people of all ages.

COMMUNITY

Kendall Young Library provides library service to the people of Webster City and Hamilton County, Iowa. The Library also participates in the Open Access program, which makes resources of the library available to patrons of all participating libraries in the state of Iowa.

OBJECTIVES

- To provide resources and materials which inform, educate, entertain and enrich our community
- To include works of enduring value as well as those timely materials on current issues
- To select materials based on community needs and interests
- To help people learn new skills and improve literacy
- To increase social awareness and community involvement
- To preserve and encourage the free expression of ideas essential to an informed citizenry
- To supplement resources through the use of electronic access and interlibrary loan

SCOPE OF THE COLLECTION

The variety of formats collected includes, but is not limited to:

- Print: books, magazines and newspapers
- Non-print: audio and visual formats
- Digital resources: eBooks, downloadable audiobooks, online databases, and digital historical archives
- Other: microforms, art prints, puzzles, board games, and tablets

New formats will be considered for addition as budget allows.

Our Young Adult collection intended to serve patrons from 6th grade through 12th grade. The Children's collection is intended to serve children from birth through 5th grade.

See the Local History and Genealogy Collection Policy for information about that part of the Library's collection.

SELECTION CRITERIA

Collection development staff members use their training, knowledge and expertise along with the following general criteria to select materials for the collection. An item need not meet all of the criteria in order to be acceptable.

- Public demand, interest or need
- Attention of critics and reviewers
- Prominence, authority and/or competence of author or illustrator
- Timeliness of material
- Relation to existing collection or permanent value
- Statement of original or alternative points of view
- Award-winning lists
- Local significance of the author or subject
- Suitability of format to Library circulation and use
- Price, availability and Library materials budget
- Multiple copies are purchases as demand warrants and budget allows

The Library strives for a broad and balanced collection that meets a Basic Information Level suitable for informational or recreational use. The Library does not acquire resources intended for curricular use, such as textbooks, professional journals and esoteric databases, unless those resources will also be beneficial to the community.

The Library does not collect NC-17 or X-rated films.

GIFTS

Gifts are accepted with the understanding the staff will evaluate individual titles for addition to the collection, use for the Friends of Kendall Young Library book sale, discard, or other disposition. See the Library's Gift Acceptance Policy for additional information.

PATRON REQUESTS

The Library welcomes patron suggestions, comments and ideas about the collection and its development. Patron suggestions will be evaluated in terms of this Collection Development Policy. While not every item patrons request will be purchased, substantial effort will be made to acquire requested items through Interlibrary Loan.

RESPONSIBILITY FOR SELECTION

The responsibility for selection of library materials rests with the Library Director operating within the framework of policies determined by the Board of Trustees. Under his/her direction, selection is assigned to professional library staff. All staff members and the general public are encouraged to recommend materials for consideration.

COLLECTION MAINTENANCE

To keep the collection fresh and relevant, the library's professional staff regularly evaluates the collection. The following are criteria considered for withdrawal from the collection:

- Items are worn, stained or damaged beyond repair
- Items are out of date or contain inaccurate information
- New, more current or more comprehensive resources are available
- Duplication
- Low circulation

Items withdrawn from the collection are not automatically replaced. Decisions are based on need, demand and budget.

STATEMENT ON INTELLECTUAL FREEDOM

The Board of Trustees of the Kendall Young Library recognizes that the United States of America is a representative democracy in which the right to free expression is guaranteed by the First Amendment to the Constitution. People may speak, hear, view and read what they choose, no matter how popular or unpopular it may be, because democracy functions only when the full range of ideas is available to all the people.

Kendall Young Library is dedicated to the protection of the free expression of ideas and the private reading, listening, and viewing rights of individuals. The Library offers a collection that is varied, divergent, and inclusive. The collection is protected by the First Amendment of the United States Constitution; by Article I, Bill of Rights, Section 7 of the Iowa Constitution and by the Library Board's endorsement of the American Library Association's Library Bill of Rights.

The Library makes no attempt to assume the rightful role of parents in monitoring, controlling or curtailing the reading, listening or viewing behavior of their children. Children have access to the Library's entire collection. Parental guidance in their children's material selection is encouraged.

The Kendall Young Library Board of Trustees subscribes to the following statements.

- A. Library Bill of Rights – Reaffirmed 1/23/1996 by the ALA Council
- B. Freedom to Read – Amended version adopted by the ALA Council 6/30/2004
- C. Freedom to View – Endorsed 1/10/1990 by the ALA Council

RECONSIDERATION OF LIBRARY MATERIALS

The following procedure will be followed whenever there is a request to remove, label, or restrict access to any library materials.

- A. When a patron makes such a request, the Director will be notified immediately if he/she is in the building. If he/she is not in the building, the Reference Librarian will be notified. The Director or Reference Librarian will take the actual request.
- B. If the patron requesting the reconsideration wishes to make more than a simple verbal complaint, which will be noted but not acted upon by the Director, he/she will be required to fill out a “Kendall Young Library Reconsideration of Library Materials” form (see Addendum B).
- C. The Director will arrange to discuss the request with the patron, explaining how and why the material was selected and placed where it is.
- D. If the patron wishes to continue his/her request for reconsideration, the matter will be referred to a reconsideration committee that will evaluate the work in question. The library director and president of the Board of Trustees will convene a committee of 5-7 people which will include staff persons responsible for material selection and a cross-section of library users. The committee will do the following:
 1. Read, view or listen to the challenged material in its entirety;
 2. Review the library’s selection process and the criteria for selection;
 3. Check reviews and recommended lists to determine recommendations by the experts and critics;
 4. Meet to discuss the challenge; and
 5. Make a recommendation to the director on removal, retention, or replacement.

The complainant will be notified in writing of the committee’s decision. Should the complainant wish to appeal the decision, the request will go to the library board.

The Collection Development Policy was reviewed and revisions accepted by the Kendall Young Library Board of Trustees December 14, 1999 and September 10, 2001. Additional revisions were proposed 10/07/04 and approved by the library board of trustees on October 12, 2004. Revisions proposed and approved 9/11/07, 10/12/2010, 3/06/2012, 11/9/2015.