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.

The 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 Kendall Young Library offers a collection that is varied, divergent, inclusive and 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 Library Bill of Rights.

I. COMMUNITY

Kendall Young’s will provided for library service to the people of Webster City. In more recent years, the Board of Trustees has expanded this area to include all of Hamilton County including the municipalities of Blairsburg, Ellsworth, Jewell, Kamrar, Randall, Stanhope, Stratford (including that portion inside Webster County), and Williams. Also included are those portions of Webster City School District where it extends outside of Hamilton County, including the municipality of Duncombe.

This area includes a large rural, as well as urban population. Kendall Young Library seeks to serve the interests of both groups in the development of its collections.

Kendall Young Library also participates in the Open Access program, which makes resources of the library available to patrons of all participating libraries in the state.

II. CLIENTELLE

Kendall Young Library recognizes various groups may have special needs that should be considered in collection development. These include, but are not limited to, the following.

A. Senior citizens and the homebound
B. Genealogists and local historians
C. Local business people
D. Young adults and other students
E. Pre-school children
F. Automotive hobbyists and professionals
G. Personal investors
H. Recreational readers

III. PARAMETERS OF THE COLLECTION

Currently materials in the following formats are held.

A. Books
   a. Adult – In the range of 70% of the collection
   b. Juvenile – In the range of 30% of the collection
B. Periodicals and Newspapers
C. Sheet Music – No additions are being made
D. Locally created historical clippings files
E. Music CD’s
F. Books on cassette & CD
G. Movies on DVD
H. Movies on Blu-ray
I. Movies on VHS – inactive, no additions are being made
J. Microforms – film and fiche
K. 16mm films – inactive, no additions are being made
L. Circulating art – inactive, no additions are being made
M. Computer software
N. Puzzles
O. Puppets
P. Board Games
Q. Neibors – Audiobook and eBook downloads
R. Online databases
   a. Heritage Quest – Genealogy Research
   b. Ebsco Host Periodical Reference
   c. Auto Repair Reference Center
   d. Small Engine Repair
   e. NoveList Plus – Readers’ Advisory
   f. NoveList K-8 Plus – Readers’ Advisory
   g. Transparent Language – Language Instruction
   h. Tumblebooks – eBooks for children

New formats will be added as needed.

See Addendum A for areas of strength in the adult nonfiction collection

IV. PURPOSE OF THE COLLECTION

Kendall Young’s will states (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 purchase materials that:
   A. Meet the informational and educational needs of all patrons
   B. Facilitate informal education of all people in the service area
   C. Provide recreational materials

V. PRIORITIES AND LIMITATIONS

A. Multiple copies are purchased or leased as demand warrants, and budget allows.
B. 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.
C. Cooperative collection development - Kendall Young Library does not seek to fill roles already filled by the libraries of educational institutions within the county. Accordingly, we do not actively buy materials that immediately support the curriculum of such institutions.

VI. SELECTION CRITERIA

Kendall Young Library seeks to strike a balance between the two opposing theories of material selection, that based on demand and that based on value. In doing this we recognize demand is both short and long term. Some materials will be widely used when new, but seldom thereafter. Others may not be so immediately popular, but will circulate more over time. These are often identified as “valuable”. Kendall Young Library recognizes both kinds of demand, seeking to provide a balanced collection containing materials for information and education as well as popular items for the community’s recreational needs. We do not in general buy materials considered to be completely lacking in intrinsic value.

A. Criteria that indicate demand include:
   1. Patron requests
   2. Best-seller lists
   3. Media publicity, such as talk show appearances
   4. Information in industry publications such as printing size, publicity budget, etc.
   5. Past circulation of specific authors
   6. Wide interest in a specific subject

B. Criteria that indicate value include:
   1. Critical reviews from Library Journal, Booklist, etc.
   2. Accuracy of the informational content
   3. Usefulness for filling gaps in the collection
   4. The author’s reputation
   5. Expansion of holdings in collection specialties
   6. Presence on standard lists
   7. Absence of sensationalism
VII. RESPONSIBILITY FOR SELECTION
The Board of Trustees of Kendall Young Library is ultimately responsible for all matters relating to the operation of Kendall Young Library.

The responsibility for selection of materials is delegated to the Director, and such staff members as may be assigned to selection duties.

VIII. SELECTION METHODS
Materials are selected in a number of ways.

A. Books
   1. Adult Book orders – The Reference Librarian reads reviews in professional journals and selects books to add to the collection. Books are selected when they meet certain objective criteria, such as when a book has received two or more favorable reviews. Selection is made primarily in accordance with the value Selection Criteria VI. B. though some consideration will be given to criteria for demand listed in Selection Criteria VI. A.
   2. Young Adult collection – The Assistant Reference Librarian selects materials for this collection following the selection criteria.
   3. Children’s collection – The Children’s Librarian selects materials for this collection. She reads reviews in professional journals, such as School Library Journal, the Horn Book and Booklist. The Children’s Librarian uses award winning book lists, considers recommendations, seeks popular and current topics and chooses materials covering general fields of interest.
   4. Reference – Titles are selected by the Director and the Reference Librarian. A file is kept of materials received or ordered on a regular basis. These materials will be purchased first. Any money remaining in the reference budget will be used on recent titles or to add desired items.
   5. Large Print – The Reference Librarian selects the large print fiction and nonfiction in accordance with criteria for value and demand and availability in large print format.

B. Books on cassette & CD
   The Director selects the adult audio books. Both fiction and nonfiction titles are included in the collection. Selection is based on Selection Criteria VI of this policy.

C. Movies
   The Director tries to maintain a balanced collection of movies in DVD format that are educational or entertaining. Roger Ebert’s web page is used for the selection of most entertainment movies. Selection is generally limited to those with a three or four star recommendation. Movies named to the U.S. National Film Registry are purchased as funding allows. Consideration will be given to patron requests. Criteria listed above and in section VI will be used during selection. Types of film media emphasized in the collection include the following.
   1. Children
   2. Educational
   3. Family
   4. Foreign films
   5. Adult classics
   6. Entertainment

D. Music CD’s
   Donated titles are added to the collection as time allows.

E. Computer software
   The Children’s Librarian selects computer software to fill the needs of the Children.

F. Periodicals
   The Reference Librarian reviews usage of the periodicals and adjusts subscriptions accordingly for adults and young adults. The Children’s Librarian selects titles for the juvenile collection.

G. Genealogy & Local History
The Reference Librarian selects materials for these collections using subject related reviewing tools and suggestions from Hamilton Heritage Hunters.

The staff may consult advisory groups or patrons with special expertise in determining what materials to select. The recommendations of such groups and persons are not considered binding.

IX. STATEMENT ON INTELLECTUAL FREEDOM

The Kendall Young Library Board of Trustees has voted 12/14/99, 9/11/07 and 10/12/10 to subscribe 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

X. 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.

XI. WITHDRAWAL OF LIBRARY MATERIALS

It is necessary to keep the collection up to date and free of materials no longer being used. Therefore, the collection will be weeded on a regular basis. Sections to be weeded will be listed in the annual goals and objectives. Inventory and evaluation of each section will be done concurrently with weeding. Withdrawn materials may be given to other libraries, used for the Friends of Kendall Young Library book sale, discarded, or otherwise disposed of.

See Addendum C. for details of the weeding methods currently employed.

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. Revisions proposed and approved 10/12/2010. Revisions proposed and approved 3/06/2012.
ADDENDUM A
Subjects

The main adult nonfiction circulating collection has the following areas of strength.

American History
Art History
Automotive Repair Manuals and Price Guides
Biography
Cooking
Handicrafts

A number of special, in-depth collections exist at Kendall Young Library

The Clifford Doty Sheet Music Collection
Genealogy
The Iowa Collection – Materials pertaining to the state of Iowa
Local Authors
Local Pulitzer Prize Winning Authors
MacKinlay Kantor
Clark Mollenhoff
Local History – Materials pertaining to Webster City and Hamilton County
The Aldrich Collection
Large Print