

**Collection Development Policy**  
**R. K. Kittay Public Library**  
**09/2021**

**Collection Development Policy**

This Collection Development and Selection Policy is used as a guide to direct the Library Director and staff in their roles as selectors of library materials. It also serves as a method of communicating the library's principles to the public, the library's funders, and other libraries. From time to time, supplemental procedures relating to specific areas may be issued /added.

**Authority and Responsibility for Collection Development**

The ultimate responsibility for the selection of all library materials rests with the Library Director. Under his/her direction, members of the library staff—qualified for selection of materials by education, training, experience, and knowledge of the community served—make selections. All library staff and members of the public are welcome to offer suggestions for purchase.

**Statement of Objectives**

Rosalind Keshin Kittay Library's primary objective for collection development is to provide resources and services necessary to meet the educational, informational, and recreational needs of its community.

To support the primary objective, library materials are selected, organized, and made accessible in order to meet the diverse needs of the citizens, industry, and government of the Town of Rupert.

**Materials Selection Policy**

***PRINCIPLES OF SELECTION***

Rosalind Keshin Kittay Library serves a community of diverse interests and concerns. The library offers a broad selection of materials for children, adolescents, and adults. The Materials Selection Policy establishes guidelines for the selection and placement of library materials in the library.

Library staff make selections based upon principle and not personal opinion; reason and not prejudice; and judgment, not censorship.

To build collections of merit and significance, materials must be measured by a number of criteria. The basic test for the selection of library materials is whether they are of proven or potential interest to the people served. Other criteria include:

- Quality of materials
- Reviews in professional journals
- Public demand
- Cost and budgetary limitations
- Timeliness

- Significance and importance of a subject
- Diverse opinions on a subject
- Reputation of author, publisher, editor or performer
- Format, ease of use and durability
- Accuracy of factual material
- Relation to existing collection

Materials are selected both to satisfy the tastes, needs and reading abilities of the community and to provide diversity in recognition of changing and minority interests. In choosing materials to suit a variety of tastes, differing viewpoints on controversial issues will be included. It should be recognized that some materials chosen may be offensive, shocking or boring to some readers yet meaningful and significant to others. Works being considered should be viewed as a whole, not in isolated parts.

Parents or guardians are responsible for decisions regarding their own children's use of library materials. Selection of adult materials will not be restricted by the possibility that these materials may come into the possession of minors. The library will not act in place of the parent [in loco parentis].

#### ***PATRON REQUESTS AND SUGGESTIONS***

Patrons may submit a form to the library, available in person or on our website, to request or suggest a purchase. These requests will be reviewed by the staff to see if they fit in our collection development policy, otherwise, we may suggest Inter-Library Loan. If you request a book for purchase and do not pick up the book, you may have your privileges to request revoked. Purchasing books that are not utilized are a strain on the library's resources.

#### ***PATRON CHALLENGES TO THE COLLECTION***

Within the framework of the United States Constitution, the Library Bill of Rights, and the Freedom to Read and Freedom to View statements of the American Library Association, the library will provide materials representing all approaches to public issues of a controversial nature.

The Library Director and staff are aware that a person or persons may take issue with the selection of any specific item, and they welcome opinions from the public. However, they do not undertake to please all patrons by the elimination of items purchased under guidance of the policies herein.

Procedures have been established that will ensure consideration of any request for restriction or removal of any item in the library's collection. However, until such an examination has been made and a decision has been reached by the board, no such restriction or removal shall take place. No group or individual will be permitted to impose partisan emphasis upon the library's collection, since all political, religious, and social opinions may be represented in a public library. Frankness of language will never be considered sufficient justification to restrict or remove library materials.

Patrons who have questions, concerns, or objections regarding a specific item may email the library at rupertkittaylibrary@gmail.com.

Board procedure for voting on a challenge as outlined in the Library's procedures. This would also apply in the instance of a member of the board initiating a challenge.

1. Director discusses the challenge and selection procedure with the complainant.
2. If the complainant wishes for further consideration of their objection to the library material under reconsideration they can fill out the "Request for Reconsideration of Library Materials Form" and submit it to the director.
3. The director will inform the Board of Trustees of the complaint.
4. The challenged material will remain on the shelf during the reconsideration process.
5. Upon receipt of the completed form, the Director presents it to the President of the board and the request is added to the agenda for the next board meeting. The complainant is notified of this meeting.
6. Prior to the next board meeting, the Director and the members of the board read the material in its entirety and checked the general acceptance of the material by reading reviews and consulting recommended lists and determining the value of the material to the collection.
7. The Director and the Board of Trustees present a written recommendation to the complainant. The recommendation will be based on their understanding of the material, the library's selection policy, and the Library Bill of Rights and the ALA Freedom to Read document. The vote of the board is the final decision on the reconsideration status of the material.

### ***MATERIALS DE-SELECTION***

The Library continually reviews its collections and removes materials that are worn, obsolete, or in unnecessary duplication. This act is also known as "weeding," and is an ongoing process. When sources become dated and misrepresentative of current knowledge, they are marked for removal from the collection. These materials are then reviewed by a librarian to determine if they should be permanently discarded. The decision to retain the last copy of a title rests with the library staff charged with overseeing that portion of the library's collection.

### ***DISPOSAL OF WITHDRAWN MATERIALS***

Materials that have been withdrawn from the collection may be sold, discarded, or given away to local organizations.

### ***GIFTS***

The handling of unsolicited gifts of library materials is an important library activity. The library accepts gifts under the following considerations:

All gifts become property of the Rosalind Keshin Kittay Library.

Gift materials will be judged by the same materials selection standards that apply to purchased materials.

The decision to accept or reject a gift is the library's prerogative.

Gift materials are accepted with the understanding that they may be discarded if the library determines that they are of little or no value to the collections. Balanced development of the collection along lines of community needs and interests must be the prime consideration in handling gifts.

Monetary value of gifts for income tax purposes will not be determined by the library. Such appraisals must be made by the donor.

Library gift materials not added to the library's collection may be sold or recycled by the Rosalind Keshin Kittay Library.

Monetary gifts do not go toward specific parts of the collection unless earmarked for that purpose specifically.

### ***REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS***

The Rosalind Keshin Kittay Library attempts to serve the entire community. Selection of books and other materials is guided by community interest and demand, subject to the Library's Collection Development Policy; a copy of this document is available upon request.

*It is the responsibility of librarians, as guardians of the people's freedom to read, to defend challenges to that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

However, if you feel that a particular item is not suitable for inclusion in this library's collection, please see ***Patron Challenges to the Collection section***.

Links to ALA website info:

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Reviewed and approved by the Board of Trustees on 10/18/2021.