

Knox Public Library

Collection Development Policy

Purpose:

The purpose of the collection development policy is to provide guidelines for acquisition and withdrawal decisions, the allocations of resources and long-range planning in accordance with the Library's mission statement in order to establish a collection of works that meets the educational, recreational, and business needs of the community.

Collection Maintenance:

A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria: outdated or superseded, infrequent use, physical condition, and relevance. Replacements and updated editions are purchased when warranted. Weeded materials may be sold, donated, or discarded as the Library determines. Standards for materials withdrawal are detailed in the CREW Manual (see appendices).

Responsibility for Selection:

Ultimate responsibility for materials selection rests with the Director who works within the framework of policies as established by the Board of Trustees. The selection of materials is the responsibility of the library staff under the supervision of the library director.

Criteria for Selection:

Materials will be selected to meet the informational, educational, and recreational needs and interests of the community. Materials will represent a variety of viewpoints on current and historical issues. Staff will select materials in a variety of formats using published reviews, professional and trade publications, and patron requests and recommendations. General selection criteria for all materials includes anticipated and popular demand, accuracy and currency of information, age appropriateness, cost, historical and/or local significance, literary and/or artist merit, significance of the author, and the strengths and weaknesses of the existing collection. An item need not meet all of the criteria to be selected. We avoid duplicating the scholarly research collections of the area's university libraries. Patron requests will be evaluated based on the above selection criteria as well as the availability of materials in other Clarion County Libraries and AccessPA libraries.

Materials published or released in new formats will be considered for the collection when there is evidence that a significant portion of the local population has the required equipment to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to obtain and circulate the items will also be factors in determining when a new format will be acquired.

Intellectual Freedom:

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community;

decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

Diversity:

Recognizing that our community incorporates individuals of all ages, representing a multitude of racial and ethnic backgrounds, economic and educational levels, and physical and mental abilities, we build a collection that mirrors and supports this diversity. The collection includes materials and resources that reflect a variety of political, economic, religious, social, minority, and sexual issues and supports intellectual freedom by providing free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

Access & Resource Sharing:

All materials are available for use by all patrons. Access to materials is ensured by the way materials are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. The collection is accessed through the Library's catalog, the Library's website, and patron/staff interaction.

Materials have use limitations to ensure equitable and efficient access (refer to Library Card and Borrowing Policy). Access to some materials may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

The Library participates in InterLibrary Loan (refer to InterLibrary Loan Policy) networks to make materials not in the collection available for patrons.

Preservation:

The Library uses a variety of means to preserve collections of long-standing value. Preservation methods include the following: preservation photocopying, encapsulation, digitization, replacement of content through the purchase of another edition, rebinding, repair, and use restrictions.

Copyright:

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Gifts/Donations:

The Library welcomes gifts of funds and materials to enrich the collection. New or used donated materials are subject to the same criteria as purchased materials. Gifts of materials are accepted with the understanding

that they may be utilized or disposed of at the Library's discretion. Monetary gifts will be applied to the selection of materials by the Director in consultation with library staff and the donor as appropriate. The Library reserves the right to determine the use and disposition of all gifts unconditionally.

Reconsideration of Material:

Anyone who wishes the Library to reconsider the acquisition or removal of an item must fill out a "Request for Reconsideration of Material" form (see appendices). These forms are available at the Circulation Desk. The request is reviewed by the Director. A written response will be sent to the complainant. If the complainant is not satisfied with the decision, he or she may then appeal in writing to the Board of Trustees. The Board will review the material and issue a response. The decision of the Board is final. Above all, the Board of Trustees has as its concern the fairness of such a hearing so as to protect the rights of all who are involved.

Appendices:

Library Bill of Rights

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

Freedom to Read Statement

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

The First Amendment

<https://www.ala.org/advocacy/intfreedom/censorship#FirstAmendment>

CREW Manual

<https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Request for Reconsideration of Materials form (see below)

Approved: 02/2022

Knox Public Library
Request for Reconsideration of Library Material

Date: _____

Description of Material to be Reconsidered:

Author/Artist: _____

Title: _____

Publisher: _____

Format:

book

magazine/newspaper

audiobook

DVD

electronic

other _____

Requested by:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (daytime): _____ Phone (evenings): _____

Library Card Number: _____

Whom do you Represent?:

self only

organization

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Please Complete the Following Questions:

1. Did you read/listen to/view the entire work? If not, which parts did you read/listen to/view?

2. To what in this material do you object? Please be specific.

3. What is the general theme of this work?

4. What do you feel might be the result of reading/listening to/viewing this work?

5. Although you object to this work, does it have any merit? What are some positive things in this material?

6. What originally attracted you to this material?

7. What would you suggest the Library do with this material?

8. Are there materials you suggest to provide additional information and/or other viewpoints on this topic?

Thank you for your interest in the Knox Public Library. We appreciate you taking the time to provide the Library with the above information. You will be contacted as soon as possible.

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