

# COLLECTION DEVELOPMENT POLICIES

## Newton Public Library

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# **1. INTRODUCTION [06/2023]**

## **1.01 Purpose**

The purpose of this Collection Development Policy is twofold. First, this policy exists to guide Library staff in the selection, evaluation, and deselection of Library materials in accordance with both community needs and professional Library values. Second, this policy is to inform the public about the principles and criteria upon which the collection development process is based.

The Library seeks to be good stewards of the public resources entrusted to the Library, and works to provide relevant resources to educate, entertain, and serve our community.

## **1.02 Legal Authority**

Newton Public Library is a public Library organized under the laws of Kansas and authorized under K.S.A. 12-129 et seq. to acquire by purchase, gift or exchange the materials and equipment deemed necessary by the Board of Trustees for the maintenance and extension of Library services.

NPL will follow the laws of the City of Newton, the State of Kansas, and the U.S. Federal Government in implementing these Collection Development Policies.

## **1.03 Free Access to Information**

Newton Public Library affirms the rights of individuals to have free access to Library materials in order to make informed decisions in a free, democratic society.

The Library does not censor materials by omitting to select them, by utilizing restrictive shelving, or by selectively weeding.

These principles of intellectual freedom are outlined in a series of documents endorsed by the Newton Public Library Board of Trustees, including the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement, which are found as appendices to this policy.

Responsibility for children's use of Library materials rests with their parents or legal guardians.

## **1.04 Definitions**

### ***Materials***

“Materials” should be interpreted with the widest possible meaning, including print, digital materials, and non-print items and the content therein. It covers a broad array of formats, and when used in this policy it is implicit that every format is included, except as noted. The words “book” and “Library materials” and other synonyms refer to all forms of recorded printed communication and are included in this definition.

### ***Selection***

“Selection” is the decision to add a material to the Library collection.

### ***Deselection or Weeding***

“Deselection” or “weeding” is the decision of whether to remove a specific item or type of material from the collection.

### ***Local***

“Local” means relating to Newton, North Newton, or Harvey County.

### ***Library***

“Library” refers to Newton Public Library.

## **1.05 InterLibrary Loan**

The Library is not able to acquire or maintain every material that a patron might desire, due to infrequency of demand, space, budget, or other concerns.

Because of this, the Library is an active participant in the InterLibrary Loan (ILL) system, requesting books for patrons that are not part of our collection, and providing books to other libraries as requested. Fees are not charged for ILL unless the lending Library charges, in which case those charges will be passed onto the patron.

InterLibrary Loan is a key Library service but not a substitute for adequate collection development. Materials that are repeatedly requested via ILL will be considered for purchase.

The Library will not lend the following items on InterLibrary Loan:

- Mobile hotspots

- Board games
- Activity Kits
- Library of Things items
- Microfilm
- Materials designated for “in-Library use only”
- Materials that have been acquired in the past 6 months
- Materials in the Library’s genealogy and local history collections

## **2. SELECTION OF MATERIALS [06/2023]**

### **2.01 Responsibility for Selection**

The Newton Public Library Board of Trustees delegates to the Library Director the responsibility for selection of materials and the development of the collection. The Director delegates the day-to-day selection of materials to the Collection Development Librarian.

Professional staff with expertise and service in various departments of the Library (children, young adults, adults) provide suggestions and ordering recommendations. The Library also seeks to be responsive to the community by incorporating purchasing suggestions with it aligns with the other selection criteria of the Library.

### **2.02 General Collection Guidelines**

The collection of Newton Public Library should serve the entire community, to the best of the Library’s ability, while bound by the finite resources of space, time, and cost. We seek to provide materials that are relevant, appealing, engaging, educational, challenging, and entertaining.

The acquisition of an item is based on the value of the individual item and its relation to the collection as a whole.

Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing of prurient interest or is legally obscene. The Library does not promulgate particular beliefs or views; nor is the selection of any given material equivalent to endorsement of the creator’s views.

The Library recognizes the purposes and resources of other libraries in the area and does not needlessly duplicate functions and materials.

While we seek to serve as an information source for students of all ages, we do not attempt to replicate all school and curriculum-related services. The Library does not acquire textbooks unless such materials also serve the general public.

## **2.03 General Criteria for Selection**

An item in any category does not need to meet all criteria to be selected. Criteria used as a basis for selection are:

- Materials should meet high standards of quality in content, accuracy, expression, and format.
- Content should be timely or timeless; authoritative; and significant in subject matter.
- Items should be of immediate or anticipated interest to individuals or to the community as indicated by patron requests, the circulation history of the author's previous work or the subject matter, or publicity.
- Materials should meet demonstrable demand, indicated through patron request, circulation patterns, holds, or other data.
- Materials should include the widest possible coverage of subjects and viewpoints consistent with the needs of the community, the budget available, and limits of the collection.
- Materials should, when relevant, provide a general overview of a subject for public audiences instead of a scholarly, professional, or technical approach.
- New formats are acquired when demand and availability indicate the format is viable, and when the Library has the space, budget, and staffing to support the initial and long-term investment in the collection.
- Locally-produced or locally-related materials are acquired with the intention of providing access to local content for which there is patron demand, with consideration to specific local-author and local-history criteria.

## **2.04 Selection Aids**

The following is a list of professional selection aids that Library staff may use in evaluating materials. This list is not comprehensive. These sources may be accessed in print or through reviews made available through book vendors.

- Library Journal
- School Library Journal
- Publisher's Weekly
- New York Times Book Review
- Horn Book
- Booklist

## **2.05 Controversial Subjects & Materials**

The Library's collection reflects a variety of viewpoints on a wide range of subjects. As such, not all Library materials will appeal to all people.

The Library tried to provide materials representing all approaches to public issues of a controversial nature. The Library is aware that one or more persons may take issue with the selection of any specific item and welcomes the expression of opinion by patrons. However, the Library does not undertake the task of pleasing patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein.

One of the most important purposes of the Library is to provide a resource where the free individual may examine many points of view and make his or her own decisions. The Library recognizes that those materials which offend, shock, or bore one patron may be considered pleasing, meaningful, or significant by another.

Addition of items to the Library's collection does not imply endorsement of any expressed viewpoint.

Materials are selected on the basis of the content as a whole and not excluded because of the personal history of the author, composer, or producer. Each work is considered on its own merit.

The Library does not sequester materials except for the purpose of protecting them from damage or theft.

Responsibility for children's use of Library materials rests with their parents or legal guardians. Materials are not excluded from the collection based solely on the possibility that they may be accessible to children.

## **2.06 Reconsideration of Library Materials**

Understanding that a collection of diverse materials may result in concerns about materials or requests for reconsideration of Library materials, the Library has established a process for the reconsideration of Library materials.

If a verbal concern is raised, supervisors and the Library Director are happy to engage in a respectful, open conversation about Library materials and provide a copy of the Collection Development Policy. If a concern is raised via email, the Library Director will respond and provide the Collection Development Policies.

The Library Director and Collection Development Librarian may meet to discuss the concern. In the case where the issue is that the patron believes the material should be moved to a different section of the Library, the Director and/or Collection Development Librarian may make that determination without consultation of the Board of Trustees.

If a patron requests that a book be removed from the Library, or if they request it be moved to a different section but the Library Director/Collection Development Librarian do not agree, patrons who are residents of the Library's taxing district may submit a Request for Reconsideration of Library Materials form (see appendices).

When a Requests for Reconsideration form is submitted, the Library Director notifies the Board of Trustees, and will create a committee comprised of the Collection Development Librarian, a Library staff member whose department is relevant to the challenged material, a board member, and a professional librarian from a different library or a regional library system.

The committee will evaluate the request and make a determination within 30 days of the receipt of the request, and the Library Director will notify the complainant in writing (letter or email). The Board of Trustees will be notified of the decision at their next regular meeting.

In the event the complainant wishes to appeal the committee's decision, they must notify the Library Director in writing (letter or email), and the issue will be placed on the agenda of the next regular board meeting. The Library Board will serve as the final arbiter. Such discussions are required by Kansas Open Meetings laws to be conducted in public; as such, the Request for Reconsideration form will be considered a public document.

Throughout the reconsideration process, the challenged material will stay in the collection and be available for checkout.

The Library will not consider Requests for Reconsideration for a title within one year of that title being previously evaluated by a reconsideration committee.

## **2.07 Replacement of Library Materials**

Replacement of lost or damaged Library materials is done at the discretion of the Collection Development Librarian and/or Library Director, and is based on many factors:

- Availability of a replacement and its format (hardcover, paperback, etc.)
- Cost of the replacement
- How much use the material had prior to being lost or damaged
- Whether it is part of a series or set
- Amount of similar materials or coverage on the subject available in the collection

The Library will not automatically replace a Library material because replacement or damage fees are collected for the item. Patrons are not to purchase their own replacement items from outside sources as a substitute for paying replacement fees.

## **2.08 Duplicate Copies**

In some cases, the Library may choose to elect to purchase duplicate copies of materials to best meet patron needs. Considerations will include:

- Number of holds on the item (in general, an additional copy will be purchased for every 6 people on the holds list)
- Cost of the item and available funding
- Need to have duplicate copies for multiple sections (i.e.: one copy for junior section and one for teen section, if the book spans both interest levels)

Duplicate copies will typically be weeded as demand wanes.



### **3. DESELECTION, OR WEEDING OF THE COLLECTION [6/2023]**

The Library's collection is constantly evolving to meet the needs of patrons, and as items are added and formats change, items already in the collection are continually reviewed through the process of deselection, or weeding. Deselection, or weeding, is the process of removing an item from the Library collection. This process is carried out by the Library's professional, trained staff. The following factors are considered as part of the evaluation process:

- Current demand and frequency of use
- Relevance to the needs and interest of the community
- Relationship to the Library collection as a whole
- Accuracy and timeliness
- Condition of the item, and replacement cost and availability
- Availability elsewhere (including in other formats, from other libraries, and online)
- Relevance to history of Newton, Harvey County, and the region
- Number of copies in the collection

In addition to the item-specific criteria, Library staff also continually evaluate broader collection aspects such as space, the appearance of the collection, and changing format needs, to ensure the good stewardship of the Library's finite space and resources.

The Library does not deselect materials solely for reasons related to content, except through the formal Reconsideration of Materials process outlined in this Collection Development Policy.

Items that have been removed from the collection are generally made available through the Library's regular used book sales, sold to third-party vendors, donated, or discarded, with any proceeds benefiting the Library.

## **4. DONATIONS & GIFTS [06/2023]**

### **4.01 General**

Adding materials to the collection involves expense to the Library in terms of processing costs and staff time. As such, all materials additions, including those donated or gifted to the Library, must meet the Library selection criteria.

Donations and gifts of materials, whether used or new, become the property of the Library, and are subject to the collection development policy, including deselection policies.

The Library will not accept long-term loans of Library materials. By accepting gifts of donated materials, or donations to purchase materials, the Library assumes no special responsibility to the donors.

The Library cannot appraise or evaluate donated books for tax or other purposes.

The Library is not an appropriate repository for archival materials, rare or antique books, personal collections, or historical artifacts. The Library only collects retrospectively works of significance to the local collection.

### **4.02 Used Materials**

The Library accepts donations of used materials such as books, CDs, DVDs, games and puzzles, current magazines, and similar items. Most items will be made available at Library book sales, with proceeds benefiting the Library and its programs.

Materials that are malodorous, dusty/dirty, or damaged will be discarded.

Donated items may be added to the Library collection at the discretion of the Collection Development Librarian if they meet selection criteria. Items will not be added to the collection that have been withdrawn from other libraries or have markings from other libraries on the material, unless it an out-of-print item significant to the local collection.

The Library Director may establish time periods when the Library is not accepting used material donations, as determined by space and staffing considerations.

### **4.03 New Materials**

The Library will accept donations of new materials in line with general selection criteria.

In general, materials should be ordered by the Library, with the donor making payment to the Library to cover the cost. This ensures that materials are of an appropriate format for inclusion in the Library collection.

In the case of periodicals/magazines, all such subscriptions must be approved in advance by the Collection Development Librarian and/or Library Director. The donated subscriptions must be ordered by the Library and shipped directly to the Library, with the donor donating the cost of the subscription.

### ***Books in Memory or in Honor of Individuals***

In the case of memorial books, the Library encourages donors to discuss possible material titles with Library staff ahead of time to ensure that the materials selected will be widely used and enhance the Library collection. Bookplates can be added to honor individual(s).

## **5. SPECIAL COLLECTIONS & CONSIDERATIONS [06/2023]**

Different collections, formats, and age categories often have selection criteria unique to that collection. These collection-specific criteria work in conjunction with the general criteria to guide materials acquisition.

### **5.01 Digital Library**

The Library participates in the Sunflower E-Library Consortium, a consortium of Kansas libraries providing e-books and e-audiobooks through the Overdrive/Libby platform. Materials in the consortium are purchased both by collective consortium purchasing and by individual libraries.

NPL patrons receive priority on titles that NPL purchases for borrowing and holds, but those titles are also available to all cardholders of all participating libraries.

NPL has no input on or authority over materials purchased by and added to the Sunflower E-Library by other libraries or by the consortium.

Kansas residents can also get a State Library Card at no charge, which provides access the Recorded Books platform for e-books and audiobooks.

In addition to the general collection criteria, e-Library materials selection considers

- The lending model - whether the title is available as OC/OU (a perpetual licensing of a title) or is metered (either number of checkouts or a particular length of time).
- Whether the title has been purchased by the consortium or other libraries in the consortium.
- Price in relation to both the demand and lending model for the work

### **5.02 Local Authors**

Books by local authors may be accepted as gifts or may be purchased if they meet general selection guidelines, including being professionally bound; in an appropriate format for circulation and shelving; and of current interest to Library patrons.

Materials by local authors are subject to the same deselection criteria as other Library materials.

Unless a book is primarily about Newton or Harvey County, the work will be placed in the general collection.

## **5.03 Local Collection**

The Library seeks to maintain a robust collection related to the history, people, culture, and environment of Newton, North Newton, and Harvey County. However, the Library is not under obligation to add to its collection everything about Newton/Harvey County, or everything produced by authors, printers, or publishers with Newton/Harvey County connections.

Books housed in the Local Collection should be predominantly about Harvey County and/or its communities. In rare instances, books related to neighboring counties that have strong local appeal will be housed in the Local Collection. Books related to Kansas in general, other locations in Kansas, or Kansans without strong local ties will be housed in the regular collection.

Local Collection books must be in a format and condition appropriate for a circulating collection and have enough general appeal and/or community significance to justify their addition to this collection, which has limited space. Materials in the Local Collection may be weeded if they are not being used, are in poor condition, or if space constraints require.

The Library will purchase as able and accept donated yearbooks from schools and colleges in Harvey County.

The Library maintains microfilm of local newspapers as part of its local collection. The Library has many historical newspapers microfilmed, and actively maintains and pays to microfilm the Newton Kansan and the Harvey County Now on an ongoing basis.

Unless a book is primarily about Newton or Harvey County, works by local authors will be placed in the general collection in the appropriate section. See “Local Authors” section for more information.

The Library does not have the space, special facilities, or archival expertise to maintain rare, antique, or archival materials. Individuals wishing to donate such materials will be referred to an appropriate Library or institution.

## **5.04 Experience Passes [5/2024]**

Experience Passes can only be checked out on a regular adult card. They cannot be checked out on minor, institutional, welcome, or teacher cards.

Passes check out for 7 calendar days. One Experience Pass can be checked out per household at one time. There is a 24-hour waiting period after returning an Experience Pass before the same pass may be checked out again.

Passes may be put on hold in the same way as other library materials. Once a Pass is ready for pickup, the patron has 3 business days (Monday-Saturday) to pick up the Pass before it moves to the next patron on the list. If a patron wishes to be added to the list again, it will be at the bottom of the queue. Passes cannot be reserved for a particular date.

Because of the demand and nature of Experience Pass, patrons who fail to return them on time will receive a verbal warning for the first offense, and a 3-month ban on Experience Pass (for the entire household) for a second offense. Returning an Experience Pass more than 7 days late will result in a 3-month ban with no warning. Repeat offenses after the 3-month ban may result in a permanent ban on borrowing Experience Pass.

Failure to return or losing an Experience Pass will result in a charge on the patron's account. That charge will vary depending on the Pass.

The sites and the Library may change the terms and conditions of the passes at any time.

## **6. SPECIAL FUNDING SOURCES [06/2023]**

### **6.01 Florence Bessmer Foundation**

The Florence Bessmer Foundation was established in the 1980s and is managed by a group of trustees. The foundation is legally separate from the Library.

Funding from the Bessmer Foundation is used exclusively to support children and youth services. This includes Library materials, programs, furnishings, and special projects.

Materials purchases supported by Bessmer funding are made by the Collection Development Library in line with the Library's Collection Development Policies. The invoices for these items are then submitted to the Treasurer of the Florence Bessmer Foundation. The trustees of the Bessmer Foundation provide an established budget each year for expenditures.

Materials are designed with a special bookplate indicated that they were provided by the Florence Bessmer Foundation.

### **6.02 Harvey County Senior Mill Levy**

The Harvey County Senior Mill Levy has historically provided funding to support the Library's ENLITE service. Senior Mill Levy funding is used exclusively to purchase large print books (fiction and non-fiction) for the Library's collection. Materials are used for the ENLITE program but also made available to the general public, and are integrated into the Library's large-print collection.

Materials are designed with a special bookplate indicating they were purchased with Senior Mill Levy Funding.