

Kent Free Library Collection Development Policy

I. MISSION STATEMENT

The mission of the Kent Free Library is to meet the educational, recreational, informational, and cultural needs of the community and citizens of Kent.

II. GENERAL SELECTION POLICY

The Kent Free Library selects materials in accordance with guidelines stated by the American Library Association in its Library Bill Of Rights, Freedom To Read and Freedom To View statements.

A. The Board of Trustees of the Kent Free Library determines the Collection Development Policy for the Kent Free Library. The Director is responsible for administering the policy and for the selection of materials for the library. The Director may, in turn, have additional librarians, including Adult services and Children's Services, be responsible for selection. All staff members and the general public may recommend books.

B. Materials are selected to meet the changing needs of the citizens of Kent. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. All acquisition, whether purchased or donated, are evaluated by the following standards. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. The order of the general criteria does not reflect relative importance.

C. Responsibility for the reading of minors rests with their parents or local guardians. Selection of adult material will not be restricted by the possibility that these materials may come into the possession of minors. The library should not be expected to act *in loco parentis*.

D. The following general criteria are used for selection:

- Present and potential relevance to community needs;
- Suitability of subject, style and reading level for the intended audience;
- Suitability of format;
- Importance as a document of the times;
- Appropriateness and effectiveness of medium to content;
- Reputation and/or significance of author, publisher or producer;
- Positive review in one or more appropriate professional journals;
- Positive critics' and staff members' reviews;
- Relationships to existing materials in the collection;
- Within limits of budgets for materials;
- Insufficient materials available on the same subject;
- Enhances a specific collection within the Library;
- Author or producer is already represented in the collection;

- Literary and artistic merit;
- Accuracy of content;
- Popularity with library patrons.

III. MATERIALS SELECTION POLICIES BY COLLECTION

In addition to the general criteria listed, each of the Library's special collections also employs its particular criteria to select appropriate materials.

A. Reference Collection

PURPOSE:

To select and maintain a reference collection that meets the needs of Kent Free Library users, and, at the same time, to keep the collection at a size that can be efficiently managed and used by the reference staff. N.B. Reference materials do not circulate.

SELECTION PROCESS:

Reference staff is responsible for recommending materials and selection factors are based on the needs of the community and include library users' suggestions. The Reference collection comprises electronic resources and print materials.

SPECIFIC CRITERIA FOR ELECTRONIC RESOURCES:

- Ease of use
- Timeliness of updates
- Licensing restrictions
- Technical support

B. Periodicals Collection

PURPOSE:

To supplement and complement the materials in the adult collection. This collection is intended to be more timely and more frequently updated than the adult collection. The periodicals collection comprises subscriptions to electronic magazine databases and print issues. Due to space constraints, past issues of magazines are kept for the current year and one (1) previous year only. Patrons requiring older articles are referred to magazine and newspaper databases.

SPECIFIC CRITERIA:

- Ease of use
- Timeliness of subject matter
- Enhances subject areas in collection
- Licensing restrictions

C. The Burbick Foundation Genealogy Room

PURPOSE:

To collect, protect, and make available local history materials for residents with a special emphasis on Kent and Portage County. Donations are welcomed to enhance the collection's usefulness and size.

SPECIFIC CRITERIA

- Appropriateness of photographs, maps, books, pamphlets, monographs and serials
- Relationship to Ohio with emphasis on Kent and Portage County
- No language restrictions

EXCLUSIONS:

The Burbick Foundation Genealogy Room does not accept restricted collections nor duplicates of materials in holdings; undated and unidentified photographs of people; newspapers available on microforms; nor books by Kent authors that are outside the scope of this collections policy.

D. Adult Collection

PURPOSE:

To provide the community with information on subjects of topical as well as continuing interest; differing points of view on contemporary and varied issues; historically significant points of view; materials for instruction in areas of interest; and materials for entertainment and recreation.

E. Special Services for Homebound and Disabled

PURPOSE:

To provide special materials, print and non-print, specifically pertaining to populations with special needs, such as the elderly and physically disabled. All materials are treated as part of the adult circulating collection, Use of this collection is not intended to be limited to special populations.

SPECIFIC CRITERIA

Positive images for and of target populations;
Informative, current and appropriate materials such as travel guides for disabled persons, home care services information, special medical information and guides.

F. Media Collection

PURPOSE:

To help meet information needs of Kent citizens by providing access to, and assistance in locating, information and materials in non-print formats such as videotapes, DVDs, audiotapes and compact discs, and other emerging technologies as they become available.

SPECIFIC CRITERIA:

The criteria listed includes selection consideration for both the adult and children's collections. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. These criteria do not replace the judgment and expertise of the staff and there may be some instances when selected titles may not fit any of the listed criteria.

- Emphasize instructional, educational, and informational topics
- Cost and space considerations
- Is not commonly available for the general public
- Contributes to a balance and range of information
- Feature film selection additional criteria considerations:
 - Represents important historical, multicultural, and/or artistic aspects of film making including classic Hollywood films, award-winning films, foreign language films, animated films, and films by independent and local film makers.

Recorded music selection additional criteria considerations: Represents artists and music of enduring value according to standard resources

- Introduces the major fields and styles of music with an emphasis on classical music recordings
- Represents music providing cultural awareness
- Represents music programmed and performed by local individuals and community groups, including area symphonies, philharmonic organizations and festival groups or Kent State or other local university groups

G. Children's Collection

PURPOSE:

To provide materials in various formats to meet the needs of children for recreational, informational, cultural, and self-educational use, as well as to supplement formal education curriculums.

Special care will be given to Children's materials to ensure that current, age-appropriate, and useful quality materials are selected. As with the entire collection, selection is based on reviews and established lists from reliable, acknowledged, standard evaluative sources in the field. No materials are purchased to support a specific class or curriculum with the exception of the Kent Roosevelt Summer Reading List, where, as budget allows, annually a limited number of multiple copies are purchased.

Programs are offered to supplement and enhance the use of the collection. This collection is primarily a circulating collection, except for a variety of reference sources including general encyclopedias, and resource materials that support the informational and recreational reading needs of the community.

H. Children's Literature Reference Collection

PURPOSE:

To facilitate the study of, and to promote expertise in, children's and young adult literature.

This collection supports programming for children, young adults, and adults in The DuBois Children's Room. Items in this collection do not circulate.

SPECIFIC CRITERIA:

- Adult-level reference and other materials about children's literature, children's authors, children's illustrators, children's editors, and children's publishers
- Professional journals relating to children's and young adult literature and reading
- Examples of unusual, notable, or dated materials for children
- Information about children's and young adult reading and the reading process
- Toy books and other realia relating to children's books
- Materials about and for the development, planning, and presentation of programs for children, young adults, and adults

IV. INTELLECTUAL FREEDOM

The Kent Free Library supports the principles on Intellectual Freedom of the American Library Association, which are appended to this policy: Library Bill Of Rights, Freedom To Read and Freedom To View.

V. GIFTS

All gifts are subject to evaluation by the general and specific criteria listed in the policy and donors are informed that any gifts to the Library may or may not be added to the collection. Any item which is not added may be donated to another institution where it might be used, or it may be sold in the Kent Free Library Foundation book sale or may be disposed of if deemed appropriate. Monies from sales are used to benefit Kent Free Library services and programs. Donations of funds or materials to enrich the collection are welcome.

VI. COLLECTION MAINTENANCE

Materials are discarded from the collection if they are surplus to the needs of the library, their information has become obsolete, or they are physically worn or otherwise unusable. At that point, replacement will be determined by the appropriate staff members, who will determine whether or not:

- A. The items is still available and can be replaced;
- B. Another item or format might better serve the same purpose;
- C. There remains sufficient need to replace that item;
- D. Updated, newer or revised materials better replace a given item;
- E. The item has historical value;

F. Another networking agency could better provide the same item or a comparable item.

VII. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

The Kent Free Library staff and Kent Free Library Board of Trustees support Intellectual Freedom and subscribe to the principles of the American Library Association's Library Bill Of Rights and its statements on Freedom To Read and Freedom To View. The Library staff apply the selection criteria described in this Materials Selection Policy and thus endeavor to provide books and other materials that reflect the diversity of viewpoints within the community. Library patrons may nominate books or other materials to be either added to or removed from the collection. When a request for reconsideration is made by a patron, this procedure is followed:

A. A member of the Library staff explains the selection policy to the patron. If the patron wishes, he or she may then submit a written Request for Reconsideration of Library Resources to the Library Director.

B. The completed form is reviewed by one or more members of the Library staff to ascertain that the selection criteria and principles stated above were applied in the selection process. The Library Director or a member of the Library staff shall make a written response to the requester within 14 days of the date that the reconsideration form was submitted.

Supporting Documents

- Library Bill Of Rights
- Freedom To Read Statement
- Freedom To View Statement
- REQUEST FOR RECONSIDERATION FORM [PDF]
- Request for purchase form

Adopted on: 2000