



# Kendallville Public Library

Providing access to information...for life.

## Collection Development

KPL Board of Trustees [Updated 3/14/2023]

### Collection Development Purpose and Goals

The purpose of this policy is to inform the public and guide professional staff. The policy also outlines the principles and criteria for selecting, retaining, and discarding materials including but not limited to print, non-print and electronic resources. The policy assists the staff in building collections that are responsive to the community's educational, informational, and recreational needs, while supporting the library's mission of "Providing access to information...for life!"

The goals that drive Collection Development are:

- Provide collections that meet the community's needs and interests.
- Provide high quality and relevant collections with active collection management.
- Provide collections that address emerging demographic trends.

### Archives Collection Development Policy

Materials for the Russell Frehse Genealogy room are purchased if they are germane to the history of Noble County, Kendallville and Rome City, Indiana. Donated materials are accepted primarily from within the Kendallville Public Library community as space allows, at the discretion of the library's director and adult services librarian. All donated items and collections are subject to evaluation for possible retention and, if accepted, become the property of the Kendallville Public Library. Consideration of acceptance may also be contingent upon financial support from the donor for archival processing and cataloging expenses and for the purchase of appropriate archival document boxes, folders, and other preservation and housing materials, particularly for especially large collections.

### Selection Policy

#### RESPONSIBILITY FOR SELECTION

"Selection" refers to the decision that must be made to add material to the collection or to retain material already in the collection.

The initial responsibility for materials selection lies with the departmental staff of the library in the areas of adult services, children's services and teen services. All staff members and the general public may recommend materials for consideration. Patron requests for materials are subject to the same criteria as all other purchased material. The librarian must, of course, balance such suggestions so that the



# Kendallville Public Library

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collection is built evenly and according to legitimate needs. Patron requests not selected for purchase may be obtained through Evergreen Indiana or interlibrary loan. The ultimate responsibility for material selection, as for all library activities, rests with the library director. Selection of materials for the adult collection is not restricted by the possibility that children or adolescents may obtain materials their parents consider inappropriate.

Responsibility for the reading of children and adolescents rests with their parents or legal guardians. Library materials are not marked or identified to show approval or disapproval of the contents. No book or other item is sequestered, except for the purpose of protecting it from injury or theft.

## SELECTION CRITERIA

The following selection criteria apply to the juvenile, teen and adult collections. However, materials in the children's room will be selected for children birth through fifth grade reading level. A teen collection will be selected to serve young people in the transitional period between juvenile and adult reading.

To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions whether purchased or donated are considered in terms of the standards listed below. An item need not meet all of the criteria in order to be acceptable.

Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of the materials several standard and combinations of standards may be used. The following principles will guide selection:

- Contemporary significance or permanent value
- Accuracy
- Reputation and/or authority of author, editor or illustrator
- Literary merit
- Relation to existing collection and to other materials on subject
- Price and availability
- Format and ease of use
- Scarcity of information in subject area
- Availability of materials in other area libraries
- Attention of critics, reviewers, media and public



# Kendallville Public Library

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## SELECTION AIDS

The following standard selection aids are used:

- Booklist
- Library Journal
- Junior Library Guild
- School Library Journal
- Voice of Youth Advocates
- Wilson Web
- Bulletin of the Center for Children's Books
- Publishers Weekly
- New York Time Book Review
- First Book Marketplace
- Midwest Tapes
- Mother Goose on the Loose
- Amazon
- Baker and Taylor
- Ingram

Publisher's catalogs and bibliographies prepared by various libraries and subject authorities are also checked.

## Materials Requiring Additional Criteria

### DONATED ITEMS

Donated items may be added to the collections of the Kendallville Public Library and its Limberlost Branch in Rome City, or given to the Friends of the Library (FOL). The FOL conducts sales to raise funds that support the library.

Items we cannot accept include:

- Moldy books or those that have been kept in storage and mildewed
- Outdated (2 years old or older) encyclopedias or textbooks
- Non-fiction books that are 5 years old or older
- Reader's Digest condensed books
- Periodicals or magazines
- VHS tapes
- Audio cassette tapes

Donations are subject to the following limitations:



# Kendallville Public Library

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- The library retains unconditional ownership of the donated items.
- The library makes the final decision on its own use or its donation to the Friends of the Library.
- The library reserves the right to decide the conditions of display, housing, and access to the materials.

## Gifts

A gift for the library collection may consist of materials or of funds for the purchase of materials. Funds may be given for acquiring materials recommended by the library staff or for the purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the selection will be made by the librarian in consultation with the donor and the purpose of the donation will be entered on the bookplate. The library encourages gifts not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the collection.

Gift additions must meet the same selection criteria as purchased materials. In some cases, titles are received or purchased which could not have been acquired from library funds because of budget limitations. If gifts of marginal value are being offered, processing costs and use of shelf space are considered before the gift can be accepted.

Gifts are subject to the following limitations:

- The library retains unconditional ownership of the gift.
- The library makes the final decision on its own use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing, and access to the materials.

## LOCAL HISTORY

The library, through its local history collection, preserves books and source materials which document the history of Kendallville, Rome City and Noble County. Local history material may be acquired even though it does not meet other selection criteria.

## CURRICULUM RELATED MATERIALS

Although school and academic libraries have primary responsibility for providing materials to their students, the library accepts responsibility for serving them with supplementary reading and reference materials. Textbooks may be purchased for the collection when they supply information in areas in which they may be the best or only source of information on the subject. They are not purchased to satisfy the demands of a specific school or academic course.



# Kendallville Public Library

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## PERIODICALS

Periodicals are selected to meet reference and research needs, to provide current information, and to satisfy casual interest in current events.

Periodical are purchased to:

- Supplement the book collection
- Provide material not yet available in book form
- Provide recreational reading
- Aid in book selection
- Furnish professional reading for the staff

Periodicals selected are:

- Those which are considered authoritative and objective
- Those indexed in standard periodical indexes
- Those of local interest
- Those frequently in demand
- Bibliographies prepared by various libraries and subject authorities also are checked.

## PAPMPHLETS

Pamphlet material consists of inexpensive, ephemeral and timely publications. These are used to supplement the book collection. Selection is based on the need for subject matter, the authority of the author or publisher, and the timeliness of material. Pamphlet material makes available material on subjects not easily found in books or other sources.

## NON-PRINT MATERIALS

Non-print media is gaining recognition equal to that of printed materials. The selection of non-print material, although based on the same principles as the selection of books, must also take into consideration the technical aspects (quality of photography, sound track, narration, etc.) of the product. The following criteria represent the general criteria to be considered in the selection of non-print media:

- Overall purpose, scope and audience
- Currency and timeliness o the material
- Importance of subject matter
- Quality of the production (color, sound, continuity, etc.)
- Total value, impact and intent of the author/artist/producer
- Authoritativeness



# Kendallville Public Library

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- Reputation of the publisher/producer
- Popular appeal
- Format and physical durability of the material
- Convenience of use

## Reconsideration Procedures

The choice of library materials by users is an individual matter. Responsibility for the reading or viewing of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for themselves and their children, they cannot exercise censorship to restrict access to the materials by others. The library will review the selection of a specific item upon request of a member of the community.

The following are procedures for handling challenges to library materials:

1. When a person is unhappy with an item in the library collection and is not satisfied with the response from library staff selectors, the individual is invited to fill out a Request for Reconsideration form.
2. When the completed Request for Reconsideration form is filled out and received at the library it will then be given to the library director.
3. The library director will contact the selector who selects for the area in question.
4. The library director and the selector will meet to discuss the request. Once a decision is made the person who made the request will be contacted with the results of that meeting.
5. If the person is unhappy with the results they can appeal once again, which will result in the library's collection development team (all selectors and director) meeting to discuss the item in question.
6. The person will then be notified of the results.
7. If they are unhappy with the results they can appeal once again. This time the appeal will go to the library's board.
8. The library board members will all read, listen, or watch the item in question. The selector of the item will make a presentation to the board with the selection criteria used to add the item to the library collection. Then the library board will make their decision.
9. The person who made the request will be notified of the decision and the matter will then be considered closed.
10. Any further appeals by the same person to reconsider the item in question will be denied.

The following are annotated links to intellectual freedom websites and documents that the library uses as guidelines for collection development decisions.

- **Freedom to Read Statement from ALA:** [The Freedom to Read Statement | Advocacy, Legislation & Issues \(ala.org\)](#) A statement about the importance of people having access to a wide range of reading materials without censorship.



# Kendallville Public Library

Providing access to information...for life.

- **Library Bill of Rights from ALA:** [Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#) Policies that guide library service
- **Interpretation of ALA Library Bill of Rights:** [Interpretations of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#) Helps answer questions that come up from the Library Bill of Rights.
- **Freedom to View Statement from ALA:** [Freedom to View Statement | Advocacy, Legislation & Issues \(ala.org\)](#) A statement on the importance of people having access to view the things they need without censorship.

Kendallville Public Libraries Collection Development Policy (including Selection Policy) can be viewed at [https://static.libnet.info/frontend-images/pdfs/kendallvillelibrary/Policies/Collection\\_Development\\_Policy.pdf](https://static.libnet.info/frontend-images/pdfs/kendallvillelibrary/Policies/Collection_Development_Policy.pdf)

Kendallville Public Library Request to Reconsider Form can be viewed at

[https://static.libnet.info/frontend-images/pdfs/kendallvillelibrary/Request\\_to\\_reconsider\\_materials\\_form.pdf](https://static.libnet.info/frontend-images/pdfs/kendallvillelibrary/Request_to_reconsider_materials_form.pdf)

## Funding

Funding for the purchase of the majority of Kendallville Public Library materials is appropriated from the Operating budget for the library. The operating budget is funded by property tax monies collected, excise tax, fees and fines. Funding may also be received through donations, memorials, the Library Foundation, Inc., or other granting bodies.