

Hesston Public Library

Collection Development Policy

A. MATERIALS SELECTION & COLLECTION DEVELOPMENT

1. Legal Authority

The Hesston Public Library is a public library organized under the laws of Kansas and authorized under KSA 12-1219 et seq. to acquire by purchase, gift or exchange the materials and equipment deemed necessary by the board for the maintenance and extension of modern library services.

2. General Guidelines for Selection

The Board of Trustees of the Hesston Public Library establishes the policy that materials will be selected and purchased to serve the purposes, interests and needs of the entire area which it serves.

- a. The library will provide books and other library materials of both current interest and permanent value in order to facilitate life-long learning.
- b. The library will provide materials to meet educational, cultural and recreational needs.
- c. The library will provide materials presenting varied points of view concerning the problems and issues of our times, international, national and local.
- d. The library affirms that books and other materials of sound factual authority should not be banned or removed from library shelves because of partisan or doctrinal disapproval.
- e. The library shall recognize the purposes and resources of other libraries in the community, and shall not needlessly duplicate functions and materials.
- f. The Library Board of Trustees subscribes to the Freedom to Read and Freedom to View statements and the Library Bill of Rights of the American Library Association.

3. Responsibility for Selection

While the overall legal responsibility for the materials selection policy lies with the Hesston Public Library Board of Trustees, the Board delegates to the librarian the responsibility for selection of materials and the development of the collection.

The librarian works with other staff members to design the selection program for the Library.

4. General Selection Criteria

General criteria for collection development include, but are not limited to:

- a. Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
- b. Reputation of the author, artist, publisher or producer
- c. Nature of subject, style and reading level for the intended audience
- d. Current appeal and popular demand
- f. Present and potential relevance to the community needs
- g. Availability or scarcity of materials on the subject
- h. Value of material in relation to its physical durability

5. Recommendations from the Public

The librarian and library staff will encourage library users to recommend materials for purchase. Such recommendations for purchase will be considered under the same criteria used for the purchase of other library materials.

B. LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their service.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 1, 1948
Amended February 2, 1961, and January 23, 1980,
Inclusion on "age" reaffirmed January 23, 1996,
By the ALA Council*

C. THE FREEDOM TO READ STATEMENT

See the American Library Association:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

D. FREEDOM TO VIEW

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.
- This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

E. Confidentiality of Library Records

The Library maintains a trust with members of the public and makes reasonable and responsible effort to ensure that information about library users and the individual information that they use remain confidential.

Library user records are protected by law as a consequence of the library's written policy stating that they are confidential. All library employees and volunteers will be trained to uphold the library's policies on confidentiality.

The following guidelines describe the library's policy. No information may be disclosed regarding or including:

1. A library user's name (or whether an individual is a registered borrower or has been a library user).
2. A library user's address.
3. A library user's telephone number.
4. The library's circulation records and their contents.
5. The library's borrowers' records and their contents.
6. The number or character of questions asked by individual library users.
7. The frequency or content of a library user's visits to the library or any other information gathered by the library will not be given, made available or disclosed to any individual, corporation, institution, government or law enforcement agency without a valid warrant or court order except in the case of a Federal Bureau of Investigation request under the USA Patriot's Act.

F. Challenged Materials

When a library user requests that a library material be removed from the shelves or challenges the appropriateness of a specific material, the following procedure will be used for reconsideration of the material.

1. All requests for reconsideration of materials will be handled by the librarian. The librarian will offer any person making such a request the opportunity to discuss the material.
2. The discussion should take place in a relatively private area of the Library. The librarian will listen to the library user and then explain the general criteria of the library's selection policies which describe how and why materials are chosen for the collection.
3. If the person making the complaint wants to continue the process for reconsideration of materials after talking with the librarian, he or she will be offered a "Reconsideration of Library Materials" form to complete. The person or group making the request should be properly identified and the complaint form should be filled out in its entirety. (See Appendix) The process for reconsideration should be explained by the librarian to the person or group making the complaint and they should be informed that after a recommendation is made by the Reconsideration Committee they will be notified.
4. The Reconsideration Committee shall consist of the librarian, members of the Board of Trustees, and a South Central Kansas Library System consultant.
5. After the librarian's written notification of the decision of the Reconsideration Committee, and if the person or group making the request is not satisfied with the committee's decision, the person or group may appeal to the Library Board within three weeks of notification of the committee's decision.

6. If the decision is appealed the Library Board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the Board for consideration at its next regular meeting. The Library Board's decision will be final.

G. Purchasing

The librarian will have the responsibility of approving and making the necessary purchases needed for the day-to-day operation of the library system, following the general purchasing policy as outlined by the Board of Trustees.

All purchases must be made within the limits of the total library budget figures adopted for the fiscal year.

Consultation will be made with the Library Board of Trustees on all major purchases involving equipment, furniture, and new machinery for ways of processing, procedures, and adding services.

Specifications will be used and bids sought for major purchases. Quality, price and adaptability will be considered in selecting a bidder.

H. Collection Budget Guidelines

It is recommended in the ALA minimum standards that a minimum of fifteen percent (15%) of the Total Budget be spent on collection.

I. Gifts and Tax Exemptions

- When gifts or donations of books or other materials are accepted, the librarian and library staff will make the donor aware that donated materials may be used or disposed of as the library determines is appropriate. Determining "appropriate" use means using the same criteria set forth in the policy for the purchase of library materials. Gifts that are not added to the collection are placed in the library book sale. Acceptance or decline of any other donations, not covered by written policies, is considered to be within the discretion of the Library Board.
- Under existing law, gifts to the Library may be deductible; the deductibility is governed by the provisions of the Internal Code of 1986 as amended. The library does not provide appraisals of books or other non-cash items. Internal Revenue Service regulations and the Tax Reform Act of 1984 (Section 155a) clearly state that the appraiser must not be the library that receives the donated items. Donors are required to obtain a formal appraisal if the value of donated property is valued at \$5,000 or more. If a library sells or disposes of a gift of property or materials valued at \$500 or more, the library must file Form 8282 with the IRS within 90 days of the sale or disposal.
- The library reserves the privilege of using cash donations in a manner that will best serve the operation of the library and its service to the library users. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy should be used to determine if the purchase is appropriate for the library. Gifts made to the library become the sole property of the library and remain so until they are either added to the collection or until a decision is made by the library about their appropriate use.