



NorthWest Kansas Library System

COLLECTION DEVELOPMENT POLICY

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Section 1

NWKLS Mission Statement

The mission of Northwest Kansas Library System (NWKLS) is to improve library service where it exists and to provide library service where it does not exist.

Section 2

Introduction

System Staff will use this policy in guiding their selection of materials for the development of the system collection. This collection supports the advancement of services through the acquisition of library materials used to supplement local member library collections.

Section 3

Responsibility

Ultimate responsibility for materials selection in the Northwest Kansas Library System rests with the System Consultants, under the authority of the System Board and Director. The Director is responsible for professional supervision of the collection development process.

Section 4

Selection Criteria

Northwest Kansas Library System selects, acquires, and organizes materials both of current interest and of permanent value. For materials to be included in the system collection, they must meet Fifty percent (50%) of the following criteria. Each of the following criteria stands as a general guideline for consideration.

General Criteria:

1. Supports the mission and goals of the System
2. Importance and value to the collection
3. Reputation of the author, artists, publisher, or producer
4. Significance of the subject matter
5. Current appeal and popular demand
6. Local interest
7. Availability or scarcity of materials on the subject
8. Cost (under a predetermined maximum by type of item) and System Budget
9. Level of difficulty and specialization
10. Reviews, summaries, and descriptions of materials
11. Accessibility to materials elsewhere in area libraries
12. Format suitability
13. Technical characteristics (i.e., physical quality and level of durability)
14. Inclusion in standard lists

Section 5

Material Formats

Materials of various formats should be included in the system collection.

System staff will purchase other formats based on demand and budget. In addition to the general selection criteria, system staff may use additional criteria in the selection process of different formats.

1. Visual: The System will purchase Blu-rays, DVDs, and Console Games for the rotation collection per the general selection criteria.
2. Audio: The System will purchase CDs, Playaways, and Digital Downloads for the rotation, Sunflower eLibrary, and statewide digital collections per the general selection criteria.
3. Electronic: The System will purchase e-books for Sunflower eLibrary and the statewide digital collection per the general selection criteria.

Section 6

Special Treatment Areas

Northwest Kansas Library System will keep the purchase of duplicate copies (same item in the same format) to a minimum.

The replacement of lost or worn out material depends upon the same considerations applied to the original selection of materials. Additionally, the following criteria also apply:

1. Availability of new or more appropriate material on the subject
2. Timeliness of material
3. Comparison with other titles in the collection

Northwest Kansas Library System will not send items to for rebinding.

Section 7

Gifts to the Collection

The System accepts donations without condition. NWKLS will use all donations at the discretion of the System based on the general selection criteria.

The System will give the donor a receipt acknowledging the donation, but will not place a dollar value on the donation.

Section 8

Weeding

Weeding is an ongoing activity. The System Director or Consultants will supervise all weeding activity in accordance with established criteria.

Weeding Criteria:

1. Accuracy: is the item now misleading or inaccurate
2. Physical condition: is the item in poor condition and not repairable
3. Dated: has the item been superseded by a new edition or by newer or better information on the subject
4. Significance: does the item have no discernible merit
5. Usage and relevancy: does the item lack usage and is irrelevant in this collection

Usable materials discarded from the NWKLS collections are first, offered to member libraries. Materials not selected by member libraries go to Better World Books or some other not-for-profit organization. Unusable materials are recycled.

Section 9

Intellectual Freedom

The Northwest Kansas Library System Board subscribes to the Intellectual Freedom Statements as passed by the American Library Association. (See Appendix A)

Section 10

Complaint Procedure

Local libraries will handle all patron complaints regarding system materials. The library should ask the patron to complete a "Request for Reconsideration of Library Materials" (See Appendix B) form. Once completed, the library should file the form with the System Director.

The System Director will examine the item in question to determine if it conforms to the standards of the selection policy. Once the System Director makes a decision, he/she will remove the item or leave the item in the collection, and submit the decision in writing to the patron.

The patron may appeal any decision to the Executive Committee, whose decision is final. The Executive Committee will hear the appeal at the next regular Executive Committee meeting.

NWKLS will not remove materials subject to complaint from use pending final action.

Section 11

Revision

System Staff will use this policy for the development of all Northwest Kansas Library System collections. Because collection development is a continuous process, it is necessary for the Executive Committee to review this policy periodically.

Revised 12/14/2016

Appendix A

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 services.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

American Library Association Office of Intellectual Freedom

URL: <http://www.ala.org/advocacy/intfreedom/librarybill>

Retrieved on February 28, 2012

Appendix B

Request For Reconsideration of Library Materials

Requestors Information

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Contact Preference: Phone ___ Mail ___ Email ___

Do you represent: Yourself ___ Library (Please Specify) _____

Other group (Please Specify) _____

Book Information

Format: Book ___ Audio Book ___ DVD ___ Video Game ___

Other (Please Specify) _____

Title: _____

Author: _____

Publisher: _____

Please answer the following questions. *(Use the other side if this form or additional sheets of paper as necessary)*

1. What do you find objectionable in the item? (Please be specific and cite pages)

2. Did you finish the entire item? ___ What parts? _____

3. What do you feel might be the result of exposure to this item? _____

4. For what age group would you recommend this material? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of judgments of this work by reviewers or critics? _____

7. Is there anything good about the material? _____

8. What would you like the library to do about this work? _____

9. What would you recommend as a replacement for this work? _____

Requestors Signature: _____ Date: _____

For System Use

Received by Northwest Kansas Library System on _____ by _____

System Director/Consultants Recommendation: _____
