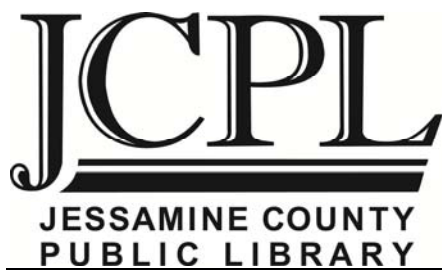


Collection Development Policy

Jessamine County Public Library

This statement was approved and adopted on February 17, 2010
by the Jessamine County Public Library Board of Trustees.



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PURPOSE:

The purpose of this policy is to provide guidelines for the selection of materials and to inform the public about the principles upon which selections are made.

OBJECTIVES:

The Jessamine County Public Library acquires, organizes, makes available and encourages the use of all media, print and non-print that:

- contribute to the individual's awareness of self, community and society while providing insight into a wide range of human and social conditions and various cultural heritages;
- meet the informational and recreational needs of the entire community;
- stimulate thoughtful participation in the affairs of the community, the state, the nation and the world;
- give free access to a variety of opinions and ideas;
- assist individuals to grow intellectually and culturally.

RESPONSIBILITY FOR SELECTION OF MATERIALS:

The selection of materials for the collection is the responsibility of the Director and is done so within the framework of the policies determined by the Board of Trustees. The Director delegates selection of particular materials to qualified selectors who each have a different area of the collection for which they acquire and withdraw materials. The Library welcomes suggestions for selection from the staff, Board and the community, but the final decision for inclusion in the collection rests with the Director.

CRITERIA FOR SELECTION:

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. The following criteria shall be used as guidelines in the selection process. The following list is not ordered by importance. An item need not meet all of the criteria in order to be acceptable.

- Reviews in professionally recognized sources
- Inclusion in standard bibliographies, awards lists, or bestseller lists
- Reputation or qualifications of author, publisher, or other contributor
- Accuracy, authority, and objectivity
- Breadth and depth of coverage
- Currency of information
- Artistic presentation
- Vitality and originality
- Popular appeal and demand
- Local significance
- Availability of material in other libraries
- Relevance to community needs and interests
- Relationship to existing materials in collection
- Relationship to materials available elsewhere
- Representation of important movement, genre, trend, or national culture
- Unique or controversial point of view
- Importance as a document of the times
- Permanent value as source material or interpretation
- Price
- Space available on library shelves
- Availability of material in print or other formats
- Suitability of physical form for library use
- Appropriateness of form, subject, and style for intended audience

All of these specific factors do not and will not apply to every item selected. The aim of this policy is to facilitate the building of a diversified library collection of merit and significance that reflects the interests and needs of the total community within the physical and budgetary constraints of the library. Selectors consult reputable, unbiased, professionally prepared selection aids and booklists, such as, but not limited to, *Publishers Weekly*, *Library Journal*, *Booklist*, *VOYA*, *School Library Journal* and *Horn Book*.

AREAS OF LIMITED, OR NO, ACQUISITION

Obscene materials

Materials will be excluded that are defined as obscene according to Kentucky Revised Statutes, Chapter 531.010:

“Obscene means:

(a) To the average person, applying contemporary community standards, the predominant appeal of the matter, taken as a whole, is to prurient interests in sexual conduct; and

(b) The matter depicts or describes the sexual conduct in a patently offensive way; and

(c) The matter, taken as a whole, lacks serious literary, artistic, political or scientific value.”

Textbooks, test preparation, and curriculum support

The Library encourages students at all levels to use the books and other materials in the collection. The collection includes some textbooks and test preparation materials that are useful to the general reader, but the Library will not attempt to provide textbooks for formal courses of study. The Library is not obligated to provide multiple copies of materials for classroom assignments.

Interlibrary Loan

Interlibrary loan refers to the process of borrowing materials from other libraries. When the Library deems a requested item unavailable or inappropriate for purchase, the item may be borrowed from another library through interlibrary loan, in accordance with the Library’s policies and procedures regarding interlibrary loans.

Other areas of limited, or no, acquisition

- Puzzle or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites and authoritative and evaluative information about them is lacking
- Self published/subsidy published materials unless they are reviewed in established publications. Exceptions are made for materials whose content is within the scope of the Special Collections area and meet its criteria

SCOPE OF COLLECTION

Adult Print Fiction and Nonfiction Collections

The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works, and books of general interest; the focus is broad and eclectic. The primary purpose of this collection is to satisfy demand from recreational readers. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.

The focus of the nonfiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. In subjects such as science, technology, and geopolitics, where the currency of the information is particularly important, new material is regularly selected to reflect changes in these areas.

The Library will purchase accurate, scientific and current books on human sexuality for adults and young people. Some areas covered are sex education for all ages, family planning, human reproduction and childbirth, sexually transmitted diseases and sexual orientation.

The Library attempts to include authoritative materials that introduce and explain the basic concepts, beliefs, practices and background of all the major religions. An attempt is made to include the sacred scriptures of the major religions.

Juvenile Collection

The objective in providing reading material for children is to guide the child toward the enjoyment and appreciation of reading as well as meeting the developmental and informational needs of children from birth to approximately grade five, and the needs of parents, educators, and others concerned with children. Materials in a variety of print and non-print formats are selected for all levels of children's understanding and reading abilities.

Young Adult Collection

The young adult collection serves as a transition between the juvenile collection and the adult collection. Materials in a variety of print and non-print formats are selected to meet the informational, recreational, and emotional concerns of teens in grades six through twelve.

Audiovisual Materials

The Library maintains an extensive collection of music, audio books, visual recordings, and other audiovisual materials. The Library makes no attempt to provide a comprehensive collection of composers, performers, titles, or authors. When selecting audiovisual material, the following factors are taken into consideration in addition to aforementioned selection criteria:

- technological trends and advances
- vulnerability to damage and/or theft
- types of equipment customers are likely to own
- types of materials available for purchase

Reference

The reference collection is a non-circulating collection of materials designed to provide access to factual information in authoritative forms. It includes, but is not limited to, standard reference tools such as encyclopedias, dictionaries, almanacs, handbooks, directories, and biographical materials.

Special Collections

The Library maintains a special, non-circulating collection of genealogy and local history materials. In addition to rare or fragile books, the collection includes maps, microform, and a vertical file of newspaper clippings.

Periodicals and Newspapers

The Library endeavors to provide access to periodicals representing a wide range of subjects and interests as well as to provide access to newspapers offering local, state, and national coverage.

Electronic Resources

The Library provides access to a wide variety of informational databases, primarily from the Kentucky Virtual Library. Business information, scholarly and professional articles as well as newspapers and magazines are available. Other databases enable access to resources suitable for students in grades K-12. The Library also offers access to a collection of popular and literary titles in downloadable format. These digital titles are selected by the member libraries of Kentucky Libraries Unbound and/or Recorded Books via NetLibrary.

Large Print

To better serve our visually impaired patrons, the Library maintains a collection of large print books, including both fiction and nonfiction.

Foreign Language

The Library maintains a small collection of foreign language materials. The Library may change the scope of its foreign language collection in response to local demographic changes.

GIFTS, DONATIONS AND MEMORIALS:

As a general rule monetary donations will be used for augmenting the library materials budgets and will not normally be used to purchase materials specifically requested by the donor. Exceptions are made at the Director's sole discretion and are subject to the criteria for selection.

COLLECTION MAINTENANCE

The Library will undertake a continuous inventory and weeding of all holdings in order to update the collection, to identify missing items and to ensure the accuracy of the computer database. The collection is maintained and weeded through an ongoing process of collection analysis using established methodologies such as the CREW (Continuous Review, Evaluation and Weeding) method for guidance. Items are repaired, withdrawn, or replaced based on the several factors, including but not limited to:

- number of circulations, requests and reserves
- availability of similar materials in the collection
- affordability
- in-print status
- appearance in standard lists
- space available
- availability at other libraries
- physical condition

INTELLECTUAL FREEDOM

The Library and the Library Board of Trustees uphold the democratic right of all individuals to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals Jessamine County Public Library offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution. The Library Board endorses the *Jessamine County Public Library Bill of Rights* (Appendix A).

CENSORSHIP

The selection of library materials is predicated on the library customers' right to read and to be free from censorship by others. Many items are controversial and any given item may offend some persons. The library's collection contains a diversity of viewpoints and opinions. The presence of an item in the library does not indicate the Library's endorsement of its contents. Selection of materials by the Jessamine County Public Library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to building the collection and to serving the interest of the readers. The Jessamine County Public Library holds censorship to be a purely individual matter and declares that anyone is free to reject for themselves books or other materials, but cannot exercise the right of censorship to restrict the freedom of others.

The decision about what a minor may or may not read is the responsibility of the parent or guardian.

ACCESS TO MATERIAL

The Library will not restrict customers' access to material based on their origin, background, or views. Materials are freely and easily accessible to the public. Children are not limited to the juvenile collection and young adults are not limited to the young adult collection. The arrangement of materials within the library will take into consideration contemporary community sensibilities and the strategic goal of offering a welcoming environment. Responsibility for a minor's reading must rest with the parent or guardian, not with the Library. As is the case with adults, circulation to minors cannot be denied by the Library. Library staff will not express judgment on, or monitor, anyone's reading.

LABELING OF MATERIALS

Labels on library materials are viewpoint-neutral directional aids designed to save the time of users. The fact that materials are purchased, processed and added to the collection shall in no way reflect an endorsement of the materials.

CHALLENGED MATERIALS

Due to the diverse nature of the library collection, it is possible that any individual may find information and ideas with which he or she disagrees contained in the library's collection. For this reason the Library has a *Procedure to Address Challenged Materials* (Appendix B). An individual who has a concern about the inclusion of a specific title in the collection is encouraged to discuss this concern with a librarian and/or submit a *Request for Reconsideration of Library Materials Form* (Appendix C).

JESSAMINE COUNTY PUBLIC LIBRARY BILL OF RIGHTS

The Board of Trustees of the Jessamine County Public Library affirms that this library is a forum for information and ideas, and that we should aspire to the following:

1. Books and other library resources should be provided for the interest, information and enlightenment of all patrons of our library. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. This library should endeavor to provide materials and information presenting a diversity of points of view on current and historical issues. Materials should not be prohibited or removed because of partisan or doctrinal disapproval.
3. This library should challenge censorship, as well as efforts to abridge free access to ideas, as it strives to provide information and enlightenment.
4. A person's right to use this library should not be denied or abridged because of that person's origin, background or views.
5. This library should make its meeting rooms and exhibit spaces available to the public on an equitable basis, regardless of the beliefs or affiliations of the persons or groups requesting their use.

The Jessamine County Public Library Bill of Rights is a statement on intellectual freedom and censorship. Some provisions have incorporated language from the American Library Association's Library Bill of Rights. The American Library Association's Interpretations of its Library Bill of Rights are not applicable to the JCPL Bill of Rights.

Appendix B- Procedure to Address Challenged Materials

In the event that a customer objects to the presence of particular library materials, the employee should offer to refer the customer to a supervisor or manager. If the customer does not wish to speak with anyone else, or is unsatisfied with the explanation offered by the supervisor or manager, they should be offered a *Request for Reconsideration of Material Form* (Appendix C). A reminder should be given to the customer that no action will be taken on the basis of a verbal complaint alone, and that they should read, view or listen to the material in its entirety.

The form will be given to the Director, who will acknowledge receipt with a letter to the customer explaining the procedure. This begins the formal review process. Each member of the Collection Development Committee will, in turn, be provided with the material in question, and do the following:

- Examine and discuss the concerns expressed in the request.
- Examine the challenged material by reading, viewing or listening to the material in its entirety.
- Determine if the material was selected within the parameters of the Library's Collection Development Policy.
- Determine the general acceptance of the material by reading reviews, if available.
- Weigh the values, strengths and weaknesses of the material and form opinions on the basis of the entire work rather than on limited passages or sections taken out of context.
- Consider the material in the context of the Library's mission statement.
- Review the material in conjunction with the JCPL Bill of Rights.

The Collection Development Committee will meet to discuss their findings. When a decision is reached, the Chair of the Collection Development Committee will prepare a letter of response with the Director's approval, and mail the letter to the customer. If the committee does not reach a decision within 60 days from the date of the request for reconsideration, the Director will notify the customer in writing stating that the title is still under review, and that a letter will be mailed upon a decision. The Director will then notify the Board of Trustees of the Committee's decision at the next regularly scheduled meeting of the Board of Trustees.

In the event that the person who initiated the request is not satisfied with the decision of the committee, she or he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Jessamine County Public Library.

Appendix C- Request for Reconsideration of Library Materials Form



Author: _____

Format: _____

Title: _____

Publisher: _____ Date Published: _____

Request Initiated by _____

Address: _____

Telephone: _____ E-Mail _____

Do you represent yourself _____ or an organization? (Please specify group or organization)

Have you read, listened to, or viewed this material in its entirety? _____ How recently?

What do you believe is the main theme or point of this material?

To what in the material do you object? Please be specific. Site page numbers in book, scenes in movie, lyrics on CD, etc. _____

Why do you believe the material does not comply with the Collection Development Policy? _____

For what age would you recommend this material? _____

Is there anything good about this material? _____

Are there conditions under which this material might be helpful to someone? _____

Are you aware of reviews by literary critics? _____

What would you like the Library to do about this material? (Circle)

a) Keep the material

b) Remove the material

c) Move the material to another location in the library

Signature

Date

Please be sure that this request is completed and signed.