

NORTHWEST KANSAS LIBRARY SYSTEM COLLECTION DEVELOPMENT POLICY

Section I. NWKLS Mission Statement

The Northwest Kansas Library System's mission is to improve library service where it exists and to provide library service where it does not exist.

A major ingredient in good library service is a good collection of materials. This policy is designed to give guidance to the staff in the selection of materials and development of the collection as a whole.

The collection has as its principal purpose the advancement of library services through the acquisition of library materials to supplement the local collections or which cannot be obtained by member libraries, because of budgetary or other reasons.

Section II. Responsibility

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

Section III. Selection Criteria

Northwest Kansas Library System selects, acquires and organizes materials both of current interest and of permanent value. 50% of the following criteria must be met if an item is to be included in the collection. Each of the following criteria is provided as a general guideline for consideration in purchasing all materials. Included in the collection are materials of all formats. The criteria are not intended to exclude consideration of standards appropriate to particular formats. The following general criteria are used in selecting materials for purchase:

1. 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 indexes, bibliographies and standard lists.

Section IV. Special Treatment Areas

1. Multiple Copy Purchase. Duplication will be held to a minimum at all times. If more than five (5) holds are placed on one title, a duplicate will be considered. The one

exception to this is the purchase of large type editions which duplicate titles already selected or in the collection.

2. Replacements. Replacement of lost or worn out material should be dependent upon the same considerations applied to the original selection of materials. In addition, the following should be considered:

- a. availability of new or better material on the subject;
- b. timeliness of material;
- c. comparison with other titles in the collection.

3. Rebinding. The decision of whether or not a book should be rebound should be based upon the actual condition of the book, current validity of its contents, availability for reorder, and cost of binding versus replacement. Replacement is preferable to binding if costs are comparable.

4. Special Formats. Special formats will be purchased as demand is evidenced and as budget allows. In addition to the general selection criteria, additional criteria may be used in selection.

Video/DVD: The System will purchase videocassettes/ DVDs for the rotation and permanent collection according to the general selection criteria. Priority will be given to the purchase of DVD format. When possible within the budget, preference will be given to materials with closed captions and public performance rights.

Audiocassettes/CDs/Digital Books: The System will purchase audio books for the rotation and permanent collection according to the general selection criteria. Priority will be given to the purchase of CD format.

Section V. Gifts to the Collection

The System accepts donations of books and other materials that are in good condition. The System determines what kinds of materials will not be accepted, and this determination may vary according to current needs.

Donations are accepted without condition and are considered outright gifts to be used at the System's discretion.

Donors of gifts to the System may receive a tax deduction, but the System is prohibited by law from assuming the responsibility for determining valuations. The System will give the donor a receipt acknowledging the donation, but will not place a dollar value on the donation.

Section VI. Weeding

Weeding is a continuous, ongoing activity to be carried out under the supervision of the System Director or Consultant in accordance with established criteria.

Factors to be considered in examining material for removal include:

- accuracy: if this item is now misleading or inaccurate.
- physical condition: if it is in poor condition and not repairable.
- dated: if it is superseded by a new edition or by newer or better information on the subject.
- significance: if it is of no discernible merit.
- usage and relevancy: if it lacks usage and is irrelevant in this collection.

Usable books discarded from the NWKLS collections will be offered first to member libraries. Unusable materials and those not selected by member libraries will be discarded.

Section VII. Intellectual Freedom

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

Section VIII. Complaint Procedure

All patron complaints regarding System materials will be handled through the library providing initial service to the patron.

All complaints will be given a hearing. The member library is asked to file a "Citizens Request for Reconsideration of a Work". (See Appendix)

The System Director or Consultant will examine the item in question to determine if it conforms to the standards of the selection policy. A decision will be made regarding whether or not to add or withdraw the material within a reasonable amount of time, with written reasons for the decision submitted to the patron.

The right is given to appeal any decision to the Executive Committee, whose decision is final. The appeal will be heard at the next regular Executive Committee meeting.

Materials subject to complaint will not be removed from use pending final action.

Section IX. Revision

This policy is intended for use in the development of all Northwest Kansas Library System collections. Because collection development is a continuous, ongoing process, it is necessary for this policy to be reviewed periodically by the Executive Committee.

Approved by the NWKLS Executive Committee 11-12-2008

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