

**KENT PUBLIC LIBRARY  
COLLECTION DEVELOPMENT POLICY**

# **Collection Development Policy**

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## **Purpose**

The Kent Public Library Collection Development Policy has been adopted in order to make available to the staff and the public the procedures for selection, acquisition, weeding, and long-term planning of our collection.

## **Mission Statement**

The Kent Public Library is committed to serving the cultural, educational, recreational, and informational needs of our community by providing dynamic programming, balanced collections of resources, exceptional customer service, and access to new and changing technology. Our mission is to create a setting in which every individual from any background has equal opportunity to enhance his or her personal, professional, and emotional development. (Approved by Kent Library Board on August 20, 2013).

The objectives of the collection policy are:

- To select popular, basic, and significant works that are relevant to the community, its interests, and its needs;
- To provide material in a variety of formats;
- To set subject area collection levels that are based on current and anticipated community needs;
- To actively manage the collection so that it keeps up with changing needs;
- To make every effort to provide a balance of viewpoints within the various subject areas;
- To collect materials that support the Camel Central School District goals;
- To manage space and funds efficiently by regularly weeding worn, outdated and no longer in demand material;
- To work with area libraries to develop shared resources and prevent duplication.

## **Patron Needs and Services**

The Kent Public Library strives to provide its community with a diversity of helpful resources in four basic service areas: General Information; Lifelong Learning; Current Topics and Titles; and Information Literacy. In support of this goal, the Kent Public Library offers equitable access to:

- Reference materials and services, Internet, and online database access to meet the information needs of our patrons;
- Current informational and recreational print, audiovisual, and digital material;
- Local history/genealogy materials;
- Year-round programming across all age groups that serves to inform, educate and entertain;
- Meeting rooms for community groups or organization events;

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- A high speed wireless network;
- Bulletin board and display space to feature local events and artwork;
- Interlibrary loan services provided through the Mid-Hudson Library System, a consortium of over 66 libraries spread across five counties;
- Remote access to the Library's online catalog and circulation system, and subscription databases, through the Library's homepage.

### **General Selection Guidelines**

The Library Director, Head of Youth Services, Head of Circulation and other staff members work together to coordinate the material selection process. The work includes material review and recommendations. The Library Director is authorized by the Board of Trustees to oversee this process. The selection of new material is based on criteria designed to meet the interests and needs of the patrons; assess the content of the material and its importance; and evaluate the new material's relationship to material already held in the collection.

#### **Criteria:**

- Current and potential relevance to the community
- Relationship to existing collection
- Resource for school curriculums
- Consideration of reviewers
- Reputation and importance of author
- Relevance of content
- Suitability of physical form
- Popular demand
- Price
- Accuracy
- Comprehensiveness
- Local importance
- Lasting significance

### **Collection Evaluation and Assessment**

The success of the Library depends on its ability to connect with and be responsive to its patrons daily. It is the responsibility of all Library staff, during the course of daily business, to take note of developing needs or areas for improvement and to discuss these observations with their supervisor or the Library Director.

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## **Collection Priorities**

The Kent Public Library is dedicated to serving the recreational, educational and informational needs of its patrons. The following priorities have been established and are in keeping with the Library's mission:

- Choice of format will be based on public demand/interest as well as access to information.
- Unabridged material is preferred to abridged items.
- The emphasis is on current, up-to-date information, although classic works of enduring significance will be included.
- Items with broad popular appeal take precedence over highly specialized works.
- English is the preferred language.
- Special consideration for collection inclusion will be given to items that have been requested via InterLibrary Loan (ILL) but are not available to be borrowed from another library.

## **Special Collections**

### **Local History/Genealogy**

The local history and genealogy/special collections are non-circulating monographic and serial works that support genealogical and local history research and are housed in the Local History Room. Included in the collection are nonfiction works about Kent, its county, and the Hudson Valley region of New York State in general. Sturdy, replaceable books on local history will also be added to the circulating collection.

### **InterLibrary Loan and Cooperative Collection Management**

Inter-Library Loan (ILL) is a service that supports the mission of the Library by providing enhanced access to Library materials and information. The Kent Public Library, as a member of the Mid-Hudson Library System (MHLS), shares its circulating collection with all other member libraries. These libraries in turn make their collections available to card holders from any Library inside the system. Resource-sharing and a collective automation system allows for the holdings of MHLS member libraries to be reserved by or for Kent patrons by placing holds, which are then supplied via an extensive delivery network.

Traditional inter-library loan is also provided to meet the needs of patrons who are interested in topics outside the scope of the local Library's (or member libraries') collections. The holdings of the MHLS libraries may be taken into account when selecting and deselecting materials from the Kent Public Library collection.

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## **General Statement on Formats**

The Kent Public Library collects standard and large-print books, periodicals, newspapers, DVDs, music CDs and audiobooks on CD, graphic novels, e-books, and e-audiobooks. Information is also provided through access to a collection of on-line databases.

## **Emerging Formats and Limitations**

Emerging technologies and formats are periodically reviewed for possible inclusion in the collection. Some formats may not be acquired due to reasons such as budget constraints, commercial viability, durability, lack of community demand, collection focus, shifting formats or changes in technology.

## **Specific Subject Selection Criteria and Priorities**

### **Adult Fiction General Policy**

The goal of the fiction collection is to provide leisure reading materials for adults that will satisfy Library patrons' diverse education and taste. The Kent Public Library staff tries to provide the Library with a fiction collection of recognized authors as well as a wide range of contemporary fiction. When patrons request specific works, the Library makes every effort to address those requests. The collection of classic or traditional fiction will be maintained. The Kent Public Library endeavors to meet this goal by:

- Staying within the General Selection Guidelines of the Kent Public Library;
- Providing a broad range of material;
- Balancing genres;
- Representing important movements and trends;
- Taking notice of patron requests; and
- Buying NY Times best-seller list books.

Contained within the adult fiction collection are popular new fiction, hardcover fiction, paperback fiction, large-print fiction, and critically acclaimed authors.

The adult fiction collection is maintained at recreational and informational collection levels. The collection emphasizes popular and best-seller material.

The vast majority of the fiction collection is in English. The foreign-language collection can be expanded on the basis of community requests and needs.

Titles that have not been checked out in three years may be removed from the collection. Shelf space and budget limitations always have an impact on decisions.

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## **Adult Selection Tools**

The Library staff relies primarily on reviews contained in online and print journals. Fiction material on best-seller lists, requests by Library patrons, staff recommendations, and publisher catalogs are also considered. Items that are in high demand may be ordered in multiple quantities. To be considered in high demand a book might be on best-seller lists or have a large number of requests. Fiction items that are lost or removed from the collection due to wear or damage may be replaced if the need exists.

Fiction selection tools include:

- Booklist
- Library Journal
- School Library Journal
- Reviews in local and regional newspapers
- The New York Times Book Review
- New York Times best-seller list
- Patron requests
- Staff recommendations

## **Nonfiction General Policy**

Items are selected to meet the Library's mission of providing high-quality material that serves the cultural, recreational, and/or educational information needs of the community. Formats for adult nonfiction include print, audiovisual, digital, and graphic materials.

For durability, hardcover is preferred; however, paperbacks will be purchased when hardcover is not available, budget constraints deem the hardcover too expensive, or as additional copies of highly popular items.

Nonfiction items are evaluated for their:

- Writing quality;
- Production quality;
- Appropriateness of format;
- Authenticity and accuracy;
- Author qualifications/reputation;
- Relevance to or enhancement of the current collection;
- Interest within the community;
- Ability to foster personal growth or encourage freedom of thought;
- High quality content on national, state, or local history;
- Comprehensiveness;
- Lasting significance;
- Suitability for our community;
- Price and their impact on budget and storage space.

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Nonfiction is a large area encompassing a broad range of topics that represent a subject as fact. The community uses the material in this section to both entertain and educate themselves. To accommodate this dual purpose, most of this section is collected at an informational level: primarily current works, supplemented with a limited section of older works that are considered core in their fields. Emphasis is placed on current information that is of interest to the community. The section also collects basic works on subjects considered to be culturally enlightening, historically important, or staples of well-rounded knowledge.

### **Juvenile and Young Adult Collections General Policy and Scope**

These collections serve two primary groups: Juvenile (children from birth to grade 8) and Young Adults (teenagers grades 9 and up). Materials purchased for the Juvenile collection will be labeled “J” and housed in the children’s area of the Library, while books in the Young Adult section will be labeled “YA” and shelved in a separate section of the Library designated for teens. Note that, while these general guidelines for separating the collection apply, age and developmental appropriateness also guide where books are cataloged.

The Juvenile and Young Adult collections share some of the same goals: to serve the informational, literary, educational, and recreational needs of the community’s children and teens at every stage of their physical, intellectual, and emotional growth. The Juvenile collection has the additional aim of supplying materials in support of early literacy from infancy and preschool on through the early elementary school years. The Young Adult collection has the additional aim of collecting a wide variety of popular interest items in favorable formats that are easily “browsed” in order to reinforce and maintain the habit of reading in young adults so that they may become lifelong readers.

Juvenile and Young Adult materials are selected with consideration for, but not limited to, their:

- Interest to patrons;
- Accuracy of the information;
- Literary quality;
- Suitability for the audience;
- Popularity of the author;
- Physical features and format;
- Price;
- Currency of the material;
- Depth of coverage;
- Support of local school curriculum;
- Space considerations and budget limitations.

### **Juvenile & Young Adult Selection Tools**

Selections are made primarily based on positive, critical reviews from the leading professional journals such as: Booklist, School Library Journal, Horn Book, Book Links, and Voice of

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Youth Advocates: (VOYA) among others. In addition, publishers' catalogs are regularly consulted; this is essential in order to obtain materials that fulfill subject needs but that do not get reviewed in the selection journals. The purchase of specialized formats may require that staff rely on format-specific catalogs, websites, and periodicals. Other selection considerations are:

- Patron request;
- Heightened local interest in a particular author, genre or subject area;
- Strengths and weaknesses of the existing collection;
- Replacement of worn or damaged titles;
- Staff recommendations;
- Bestseller and awards lists;
- Reviews in local and regional newspapers;
- Published works by local authors/illustrators/musicians.

### **Audio-Visual General Policy**

The goal of the Audio-Visual section is to provide the patrons with material that both reflects their interests and serves their needs in the most usable medium. The Kent Public Library currently provides the following materials:

#### **DVDs:**

The collection consists of standard feature films and television shows, as well as instructional or nonfiction DVDs.

Criteria for selection:

- Popular movies/TV shows with medium to strong box-office numbers or viewership
- Highly praised movies/TV shows in periodical reviews
- Award winning movies/TVshows
- Public and staff suggestions

#### **CDs:**

The music section of the Library is all in CD format. The music section is broken down into five categories: Popular, Classical, Jazz, Show/Film, and World.

#### **Audiobooks:**

The 'Recorded Books' section of the Library consists of audio books on CD. The Kent Public Library has expanded its collection into the digital realm with e-audiobooks. These are addressed in the 'Digital Formats' section below.

Criteria for selection:

- Books in high-demand in both fiction and non-fiction
- Highly praised books in periodical reviews
- Classic works

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- Public and staff suggestions

### **Digital Formats:**

The Kent Public Library has been in the process of introducing new media to its patrons. We have subscribed to several online resources that provide downloadable audio books, e-books, magazines, music, and video to registered patrons.

Selection criteria may fluctuate due to title availability through subscription services. Efforts are made not to duplicate titles across platforms. Criteria includes:

- Books in high-demand in both fiction and non-fiction
- Highly praised books in periodical reviews
- Patron requests/recommendations

### **Copyright**

United States copyright law (Title 17 of United States Code) oversees the reproduction of copyrighted materials. Libraries are allowed, under certain conditions, to provide photocopies and other reproductions of works under copyright. One of the conditions is that the photocopied material is used for individual study or research. If a Library user makes photocopies in violation of US copyright laws, that user may be prosecuted for copyright infringement.

### **Intellectual Freedom,**

The Kent Public Library provides unrestricted access to all materials kept on its open shelves. Items kept on open shelves are not identified in any way to suggest judgement or bias regarding their content. This Library believes that selecting what you read is a purely individual matter and that while anyone is free to reject materials of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.

Children have two sections in the Library reserved for their use: the children's area and the young adult area. However, children have free access to all items on the Library's open shelves. Responsibility for what a child reads and brings home rests with the child's parent or guardian.

Inherent in free access is the belief that Libraries are mediums for the free exchange of information and ideas.

The Kent Public Library follows the principals of intellectual freedom as outlined in the American Library Association's Library Bill of Rights:

<https://www.ala.org/advocacy/intfreedom/librarybill>



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### **Challenged Materials**

The Kent Public Library appreciates the opinions of its patrons regarding items found in its collection. It is acknowledged that not all patrons will approve of all of the material found in the Library and that certain material may be offensive to some. The staff at Kent Public Library selects material based on selection guidelines outlined in the Collection Development Policy. Patrons who wish to request the removal of an item may do so by filling out a “Request for Reconsideration” form. For a challenge to be considered; (1) the complainant must be properly identified on the form; (2) the complainant must be a resident of the Library’s chartered jurisdiction and hold a valid borrower’s card; and (3) the form must be completed in full.

After the form is completed and returned, the Library Director will present the request to the Board of Trustees. No action shall be taken before the challenge is brought before the board. Challenged material shall not be removed until a final decision is made by the board. All requests will be considered unless the item in question has been the subject of a challenge within the previous two years and deemed suitable to remain on the shelves.

The board will consider the challenge at the meeting of the board following the receipt of the form. The board will read and examine the challenged material, consider the specific objections voiced by the complainant, weigh the merits of the material as a whole in itself and in relation to the collection, and may solicit opinion from other Library directors and boards, The Mid-Hudson Library System, the American Library Association Office of Intellectual Freedom, and the New York State Intellectual Freedom Committee. The board will issue a written report containing its decision and recommended action within ninety (90) days of the receipt of the challenge. A “Request for Reconsideration” form may be requested from the Circulation Desk.

### **Gifts/Donations**

The Kent Public Library appreciates all support received from the public. Whether it is in the form of book donations or memorial funds, any contribution matters. Items donated to the Library or the Friends of Kent Library are evaluated by the staff and either added to the collection, saved for a book sale, or recycled because of condition or relevancy. We do not accept donations of items that fall out of the scope of our collection (see general statement on limitations of collection). We also accept private funds in memory of individuals.

See Kent Public Library’s Gifts and Donations Policy

### **Weeding**

There are a number of steps that go into the process of discarding items in the Library. On an ongoing basis, qualified librarians will browse the stacks and evaluate items based on the following criteria:

Condition: Books in need of repair are identified and mended. Books beyond repair are withdrawn and will be replaced or removed from circulation. In the case of vendor-purchased

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audiobooks, specific discs may be replaced at a lower cost rather than replacing the entire audio book.

**Circulation:** If an item has not been used in over three years, it may be withdrawn. Final decision about withdrawal is up to the discretion of the librarian.

**Currency:** Items with outdated information may be removed.

**Discovery Services**

The Kent Public Library's database provides the public with an online catalog. Searching and hold placement are available through this catalog. The Library also provides patrons with catalog terminals at which they can search within the Library.

**Budget**

The budget and any special grant monies for which the Library qualifies dictates purchases for each collection area. These allocations are based on collection levels deemed necessary to maintain a balanced, relevant collection that meets community needs. Non-designated monetary gift donations may be used to supplement funds in areas where development is critically needed.

Policy adopted: March 15, 2022

Review: Cycle 5 years

