

## **Purpose of Collection Development Policy**

The collection development policy is intended to provide guidance for the selection and evaluation of materials which anticipate and meet the needs and interests of the community. It directly relates the collection to the Library's mission statement, and defines the scope and standards of the various collections.

## **Mission Statement**

Kendall Young Library is a welcoming community center that empowers lifelong learning for all. We're into people, books, technology, and stories.

## **Philosophy of Selection**

In accordance with Kendall Young's wishes expressed in his will (Provision 10), its (Kendall Young Library's) purpose is to provide "such books and reading matter as shall be helpful and instructive to the mass of the people of the city." The Library fully endorses the principles documented in the Library Bill of Rights (Appendix A), the Freedom to Read Statement (Appendix B), and the Freedom to View Statement (Appendix C) of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

## **Scope of the Collection**

Kendall Young Library collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of Webster City and Hamilton County citizens. The collection also serves the general educational interest, recreational, and entertainment needs of the public, and reflects the racial, ethnic and cultural diversity of the community. In addition, the Local Materials Collection preserves and documents the history of Webster City and Hamilton County.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. Kendall Young Library does not intrude on that relationship.

Our Young Adult collection is intended to serve patrons from 6<sup>th</sup> grade through 12<sup>th</sup> grade. The Children's collection is intended to serve children from birth through 5<sup>th</sup> grade.

### **Responsibility of Selection**

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection may be delegated to professional library staff.

### **Selection Criteria**

The professional library staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to the interests and needs of the community
- Public demand and anticipated demand
- Attention of critics and reviewers, awards, or inclusion of bibliographies
- Reputation or qualifications of the author, creator, illustrator, or publisher
- Significance, timeliness, or permanence of subject matter
- Relevance to the existing collection's strengths and weaknesses
- Representation of diverse points of view
- Local significance of the author or subject
- Relevance and suitability of physical format
- Availability of content through the Internet, subscription databases, or other means
- Price, availability and Library materials budget
- Suitability of format to Library circulation and use

### **Selection Tools**

In the selection process, the professional library staff will utilize various review and evaluation sources, both in print and electronic formats. Neither the lack of a review, nor an unfavorable review, will prevent the purchase of any item deemed acceptable according to any of the selection criteria listed within this policy. Selection tools may include, but are not limited to:

- Booklist
- Library Journal and School Library Journal
- Novelist
- Horn Book
- Publisher's Weekly
- Kirkus
- New York Times Book Review
- Online professional and amateur book reviews

- Bestseller and Annual Awards/Best Books list

### **Patron Recommendations**

Kendall Young Library strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables patrons to request a particular item or subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interests and needs of the community

### **Collection Management**

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. The staff review the collection regularly to maintain its vitality and usefulness to the community.

### **Responsibility for Collection Management**

The final authority for the management of the Library collection rests with the Library Director. Implementation of collection development policy and management of the collection is assigned to Professional Library Staff.

### **Criteria for Weeding and Withdrawal**

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere including other libraries and online
- Availability in a newer edition or better title on subject
- Physical condition and age of the item
- Appearance in standard lists
- Available space

Items withdrawn from the collection may be sold, discarded or donated under authority of the Library Director. The Library will not withdraw an item simply because a patron objects to its content or wishes to purchase it.

### **Gifts and Donations**

Kendall Young Library welcomes gifts of books and other materials. The Library reserves the right to keep, discard, sell, or make other appropriate disposal of any books or materials that are donated as determined by its mission and needs. Please see the Library's Gift Acceptance Policy.

### **Reconsideration of Materials**

Library patrons requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Materials and Services form. The Library Director and the Professional Staff will review the request in relation to the Library's mission and selection criteria. The Director will reply within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

Patrons whose concerns are not satisfied by the determination of the Library Director and Professional Staff are invited to present requests for reconsideration of materials at the Board of Trustees meeting. Trustee evaluation and subsequent determinations regarding requests for reconsideration of library materials are final.

The Collection Development Policy was reviewed and revisions accepted by the Kendall Young Library Board of Trustees December 14, 1999 and September 10, 2001. Additional revisions were proposed 10/07/04 and approved by the library board of trustees on October 12, 2004. Revisions proposed and approved 9/11/07, 10/12/2010, 3/06/2012, 11/9/2015, 9/16/2019, and 8/22/2022.

## APPENDIX-A

### ALA 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## APPENDIX-B

### ALA Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our

culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## APPENDIX-C

### ALA Freedom to View Statement

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:

1. 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 guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. 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.
4. 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.
5. 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.

Endorsed January 10, 1990, by the ALA Council

**APPENDIX-D**

**Request for Reconsideration of Library Materials and Services**

Kendall Young Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director.

Please review the following documents before completing this form:

- Kendall Young Library’s Collection Development Policy
- ALA’s Library Bill of Rights (Appendix A)
- ALA’s Freedom to Read Statement (Appendix B)
- ALA’s Freedom to View Statement (Appendix C)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_\_\_ An organization? \_\_\_\_\_

Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_\_ Book                      \_\_\_\_\_ Video                      \_\_\_\_\_ Audio Recording

\_\_\_\_\_ Magazine                      \_\_\_\_\_ Newspaper                      \_\_\_\_\_ Library Program                      \_\_\_\_\_ Display

\_\_\_\_\_ Digital Resource (please specify): \_\_\_\_\_

\_\_\_\_\_ Other (please specify): \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_

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3. Have you examined the entire resource? If not, what sections did you review? \_\_\_\_\_

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4. What concerns you about the resource? \_\_\_\_\_

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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Source: American Library Association Intellectual Freedom Committee, June 27, 1995.