

Collection Management Policy

The purpose of this policy is to guide the library staff in the selection of materials to support the library role's goals and objectives. These roles are: Current Topics and Titles, General Information, and Lifelong Learning.

Selection Responsibility and Principles

Ultimate responsibility for selection rests with the director who operates within the framework of policies adopted by the Board. The director may delegate initial selection to experienced staff because of training and position. Recommendations from customers are encouraged.

In general the LaRue County Public Library addresses the roles for library service through the provision of the highest quality available materials on all levels and in all acceptable formats.

Materials purchased, as well as gifts and donations, are judged as follows:

1. Controversial issues will be addressed in collection by materials representing all sides of an issue while maintaining a balance.
2. Acquisition of a title is based upon the merit of the specific title and the value of the title to the community.
3. Specialized and ephemeral requests for topical materials are filled through Interlibrary Loan (ILL). Requests for the general user are filled by the local collection.
4. Duplication will be avoided except for high demand materials.
5. Textbooks unsuitable for reference will not be added to the collection.
6. Parents are responsible for guiding their children's reading. Library staff cannot censor their choice or refuse them information of any type.

Use will be made of selection aids such as retrospective and current general lists, specialized bibliographies in areas suitable for small public libraries and standard current media. Only materials found in these sources will be added unless their value to the collection is proven. Standard selection aids include, but are not limited to, Library Journal, Booklist, School Library Journal.

Maintenance and Evaluation (Weeding and Inventory)

The collection is maintained through weeding which is an essential component of the collection development process. Five percent (5%) of the collection will be weeded annually, and fifty percent (50%) of the non-fiction will be copyrighted within the last five (5) years. This process must be continuous to ensure high standards are met. Books will be discarded according to these general weeding criteria:

Books will be discarded if they:

- Have yellow and brittle pages
- Are badly worn or have loose pages
- Are no longer considered accurate or factual
- Have not been used in 3-5 years
- Have been superseded by new edition

Discarded books will be free to the public or a small donation can be given but not required, unless the content is so outdated that the nature of the information makes them harmful to the public. Such books will be destroyed through a recycling operation if possible.

The procedure for weeding materials from the collection shall be as follows:

1. If the item is the only copy of the title and is not being replaced, Cataloger will delete record from computer database.
2. If the item is to be discarded, mark "discarded" over all ownership marks.
3. Dispose of the weeded material as determined by director.

Gifts, Donations, Memorials, and Honorariums

A gift such as art objects, portraits, antiques or other permanent displays will be evaluated as to their appropriateness for the library. Gifts of materials are accepted with the understanding they will not necessarily be added to the library's collection. Those gifts that do not aid in furthering the mission of the library will be sold and the funds used to purchase equipment, materials and/or to support library activities. The material will be judged by the same standards of selection as those applied to the purchase of new materials. If the materials are not suitable because of condition, outdated information, or other factors, they will be sold or discarded. This policy will be explained to anyone wishing to make a donation before the materials are accepted. The library does not appraise or fix monetary value to gifts. Memorial or honor gifts will be accepted. The director will select materials needed for the collection. The library reserves the right to withdraw gifts from the collection on the same basis as purchased materials.

Gifts of cash will be accepted as long as they are freely given to the library without limiting considerations. While it is acceptable to designate that monetary gifts be spent for specific needs (such as children's books, programming for older adults, etc.) it is impractical for the library to accept gifts that will create additional expenses (such as providing an opposite point of view to maintain a balanced collection, increasing liability insurance to cover situations created by the gift, etc.). Acknowledgments of memorial donations will be sent to the family of the deceased and to the donor.

In cases where the donor or organization making a monetary donation wish to have a whole room or section of the library named after them, the following rules will apply:

(1). The donation must equal at least 50% of the square foot construction cost for that space, which is \$196 per square foot. (Square foot chart attached)

(2). The person(s) or organization(s) will be subject to discussion by the LaRue County library board, and allowance for a name change will be at the discretion of the board.

Reconsideration of Library Materials

1. The library is a unique institution charged with being an unbiased repository of recorded expression. While the board has delegated the responsibility for selection and evaluation of library materials to the director and such staff as he/she may designate, they have the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

Customers with complaints about materials should initiate the following Procedures:

1. Complete a Reconsideration of Library Materials form.
2. Completed form will be reviewed by the director and appropriate background material gathered.
3. The director will bring the matter to the attention of the board, along with her/his recommendation.
4. The board will review the matter and vote with as little delay as possible.
5. The board will issue a formal response to the complainant at a regularly scheduled meeting.

Request for Reconsideration of Library Resources

In order to accomplish the library's mission, "The mission of the LaRue County Public Library is to provide materials and services for personal enrichment, enjoyment and educational needs to all county residents of all ages. This is to be done during convenient hours and in pleasant surroundings. We believe that an informed community is a strong community and the library values the opportunity to do our part," the library has developed a large and comprehensive general collection. Reconsideration procedures have been established so that members of the community may express concerns about resources which are included in the library's collection. Completion of this form is the first step in these procedures. If you wish to request reconsideration of the library resources please return this completed form to the Director. The Director will present the form to the board and the board will review item.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ email _____

Do you request yourself? _____ Your organization? _____

1 - Resource on which you are commenting:

Title _____

Author/Producer _____

2 - What brought this resource to your attention?

3 - Have you examined the entire resource? If not, what parts?

4 - What concerns you about this resource? Please be specific

5 - How does this material violate the library's selection policies and criteria?

6 - What do you propose the library do with this resource?

7 - Have you seen any reviews on this resource?

8 - Are there resources you suggest to provide additional information and other viewpoints on this topic?
