

**Material Selection and Collection Development Policy**  
**Amended by the Library Board 4-24-07**  
**Amended by the Library Board 5-18-10**

I. Introduction

A. *Purpose of a Material Selection and Collection Development Policy*

A written material selection and collection development policy aids Library staff in selecting and acquiring a useful, well-rounded collection of books and other materials to meet the needs of the community.

A policy statement helps answer questions by the public regarding the presence or absence of certain materials in the collection and helps explain the basis on which materials have been selected.

If there are policy sections that in the estimation of staff or the Library Board of Trustees require revision, they shall be reviewed by the staff and presented to the Library Board for its acceptance.

B. *Library Statement of Purpose*

The function and purpose of the Hutchinson Public Library is to meet the educational and recreational needs of all members of the community by providing access to books, periodicals, recordings, online databases and services, web sites, and other materials necessary to promote an enlightened citizenry and enrich the life of each individual within the community. The Hutchinson Public Library supplements the services offered by the local schools and the community college to their students, and complements the educational, informational and cultural services offered by other institutions in Hutchinson.

C. *Role of the Library*

The Hutchinson Public Library serves as a community information center, independent learning center, children's door to reading for pleasure and life-long learning, popular and recreational materials library, and formal education support center, supplementing resources available in local educational institutions.

D. *The Library Collection Objectives*

To implement the general objectives listed below, the Hutchinson Public Library places major emphasis on its educational and informational functions, including materials that broaden horizons, stimulate imagination and reflection, and enlarge experience. This definition encompasses fields that one might classify as recreation or aesthetic appreciation.

This definition has two aspects that are also reflected in material selection. The Library recognizes the importance of both (1) basic material of permanent value and (2) timely materials on current issues and problems. In providing the latter, it does not hesitate to purchase materials in quantity for mass use and limited retention.

Information which is vital to the informational needs of the community, and which is available only in an electronic format, will be provided to the public within any budgetary constraints.

The Hutchinson Public Library selects, makes available, and promotes the use of library material in multiple formats which:

1. Reflect the function and purpose of the library
2. Meet the informational needs of the community
3. Meet the recreational needs of the community
4. Supplement formal study
5. Support and supplement informal study
6. Reflect a variety of opinions (minority and majority) on a subject
7. Support economic, cultural, recreational and civic activities in the community
8. Stimulate understanding and growth
9. Enhance job-related knowledge and skills
10. Increase knowledge of and participation in the affairs of the community, the state, the country and the world

### E. *Controversial Subjects/Items*

The public library is the institution in our society that provides material representing all points of view in all fields, including political, social, and religious. In a democratic society, individuals should feel free to explore ideas in order to decide which are meaningful to them. The Library chooses representative materials espousing all points of view, so that the free individual may examine many points of view and make his or her own decisions. The Library does not promulgate particular beliefs or views; nor is the selection of any given material equivalent to endorsement of the creator's view. The Library tries to provide materials representing all approaches to public issues of a controversial nature.

The Library recognizes that many materials are controversial. Decisions for the addition of materials are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the varying needs and interests of the community.

Materials are selected on the basis of the content as a whole and without regard to the personal history, race, nationality, or political or religious views of the author, composer, or producer. Each work is considered on its own social and literary merit.

Different viewpoints on controversial issues will be acquired, including those that may have unpopular or unorthodox positions. The Library recognizes that those materials that offend, shock, or bore one reader may be considered pleasing, meaningful, or significant by another.

### F. *Responsibility for Selection*

The responsibility for materials selection rests in the hands of the governing body of the library — the Library Board of Trustees of the Hutchinson Public Library. It, in turn, delegates the responsibility of selection of materials and development of the collection on a day-to-day basis to the Library Director and other staff members designated by the Director.

Library materials are selected by various Library staff members, who have gained expertise in a particular subject area or media format. All staff members are encouraged to make suggestions.

Those who select materials make certain that new subjects are not neglected, ensure that the general balance of the collection is maintained to avoid undue purchasing in one field at the expense of others, review the duplication of materials in demand, review decisions on acquisitions, and suggest areas for special emphasis.

## II. **Criteria and Review Sources**

### A. *General Selection Criteria*

The library attempts to provide a general collection of reliable materials embracing broad fields of knowledge, with due regard for variations in educational level, reading ability, and reading interest. Materials to satisfy highly specialized interests may be purchased if real or potential demand exists.

While a single standard cannot be applied to each work, the following general criteria may be used in selecting materials for purchase by the Hutchinson Public Library:

1. Relationship to the existing materials in the collection on the same subject
2. Reputation of the author, artist, publisher, or producer
3. Suitability of subject, style, and reading level for the intended audience
4. Current appeal and popular demand
5. Cost and availability of materials on the subject
6. Present and potential relevance to community needs
7. Value of material in relation to its cost
8. Level of difficulty and specialization

9. Reviews, summaries, and description of materials
10. Availability and accessibility of the same materials in the geographical area
11. Format suitability
12. Technical characteristics, such as physical quality of the item and the level of durability

The Library collects a number of print and non-print formats. The Library recognizes that from time to time new formats are introduced into the marketplace. New formats are studied carefully to assess their suitability for public library use, and sufficient time is allowed to properly determine whether they will receive lasting and widespread public acceptance before collections of new formats are added to the library.

*Specific policies in selected areas:*

**ADULT NON FICTION** —Major points considered are readability, factual accuracy, quality of writing, cost, binding, existing Library holdings, and usefulness to the community. Titles are selected on the basis of the content as a whole.

**ADULT FICTION** - Selection of adult fiction should be made with reference to one or more of the following criteria: the materials should contribute to the individual's awareness of self, community and cultural heritage; it should contribute to the value of the Library's collection as a whole by representing all types and styles of literature; it should provide pleasurable reading for recreation and creative use of leisure time.

**CHILDREN'S MATERIALS** - The first objective in selecting children's materials is to encourage the child's joy in reading and being read to. Materials are selected which offer adventures to the growing child, and which cultivate an appreciation of literature and creativity.

In selecting materials for children, the Hutchinson Public Library's objective is to make available a collection that satisfies the informational, recreational, and cultural reading needs of children from pre-school through elementary school age. Materials are included which serve children of all abilities and reading levels. Criteria for selection include literary and artistic worth, accuracy, suitability of content and vocabulary to the age of the readers, and the contribution of the item to the balance of the total collection.

Duplication of titles within the collection is contingent on budget as well as on demand. Curricular demands are considered insofar as they do not obscure the Library's general contribution to the community or attempt to substitute for the development and use of school library resources,

Materials will be purchased that encourage an understanding and awareness of diverse cultural, ethnic, religious and national attitudes.

Religious stories, biographies of religious personages, and materials on the customs of religious faiths are added if they meet the basic standards for children's books in general.

Materials on human physical development and sex education are carefully selected as to scientific accuracy and simplicity of presentation.

**YOUNG ADULT** - The following criteria, when applicable, should be considered when selecting materials for the young adult's collection:

1. Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group.
2. Materials for popular, recreational, and topical reading that may be related to the needs of students (does not include school textbooks.)
3. Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self identity, self-worth, and independence from family.
4. Materials that reflect the wide spectra of comprehension, maturity, and library skills.
5. A wide range of subjects

**MAGAZINES AND NEWSPAPERS** - The Library endeavors to provide the most representative periodicals in a wide range of subjects for reference value and recreational interest. Particular emphasis is given to titles in

periodical indexes. Specialized titles are considered in relation to subject needs, and their availability in area and regional libraries,

RECORDINGS - The selection of music recordings includes: standard classics, current popular songs of this country, popular music of other countries, recordings of jazz and Broadway musicals which have a place in the permanent tradition of American music. Spoken word materials of works of fiction, non-fiction, poetry and drama, and low-cost instructional or self-improvement material with a broad range of appeal will be purchased in limited quantities and in unabridged format unless an abridgment is the only available format.

The library will not attempt to duplicate services offered by the Library of Congress Services for the Blind and Physically Handicapped, administered in Kansas by the Kansas State Library Talking Books Service.

VIDEORECORDINGS – The video collection consists of nonfiction and fiction material in a wide variety of general subjects for all ages. Many feature films that are regarded as “classics” and / or are award-winners contain adult themes that may not be suitable for viewing by minors. The Library holds the position that the restriction of what materials a child may check out is solely the responsibility of the parent or guardian (See section 4.1 of the *General Patron Services* policy for further explanation.)

The following are categories in which the Library currently collects along with criteria for their inclusion:

Nonfiction video recordings such as educational, informational, documentary, self-help, how-to and similar items. This may include items produced by network and cable television educational channels (e.g. BBC, Discovery, PBS, History Channel, Travel Channel, etc.)

Fiction video recordings:

1. Films suitable for children and families.
2. Literature-based television productions.
3. Films judged by critics to be classics.\*
4. Animated cartoons appropriate for general audiences.
5. Anime appropriate for general audiences.
6. Award-winning films (see Appendix A).
7. Films listed in the Library of Congress National Film Registry
8. AFI (American Film Institute) list of America’s top 100 Greatest Movies
9. Award winning television shows

\* A “Classic” is defined as a universal favorite, embodying high qualities that transcend their own time period in a different way than most performances made in the same era.

#### B. *Review Sources*

Reviews in professionally recognized periodicals and online databases are the primary source for materials selection. Standard bibliographies, booklists by recognized authorities, and the advice of experts in specific subject areas are used.

### III. Acquisition Priorities, Gifts and Patron Recommendations

#### A. *Materials Not Purchased*

Specialized materials of limited community interest (referral to other library collections and interlibrary loan will be used to supply patrons these materials), slides, 16mm films, textbooks needed in quantity for school work, books for non-library book clubs, workbooks, print books that are abridged, and outlines or synopses.

#### B. *Replacements and Duplicates*

A replacement is an item purchased to replace an identical title previously in the collection. It is not the Library’s policy to replace automatically all items withdrawn because of loss, damage, or wear. The need for replacement or duplication in each case is judged by the following factors:

1. Accuracy and currency of content

2. Number of copies available
3. The coverage the Library has on the subject
4. The amount of similar material available
5. The demand of subject material in the subject area
6. The availability and cost of a particular title

The Library will not duplicate heavily at the expense of a first copy of important, but less-requested material needed in the permanent collection. On the other hand, an item heavily in demand is duplicated extensively if it will have long use.

The availability of paperbacks makes possible inexpensive duplication of titles of current importance or of permanent value.

Damaged books of intrinsic value that are no longer in print or that have high replacement costs are rebound if the physical conditions permit.

#### *C. Gifts and Tax Deductions*

Gifts or donations of books or other materials are accepted with the understanding that they may be used or disposed of as the Library determines is appropriate, using the same criteria set forth in this policy for the purchase of materials. Gifts that are not added to the collection will be given to the Friends of the Hutchinson Public Library for sale.

Before gifts are added to the collection, processing costs, shelf space, and the condition of the gift material are taken into consideration in making a decision.

Under existing law, gifts to libraries may be deductible; the deductibility is governed by the provisions of the Internal Revenue Code of 1986 as amended. The Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor. The Library will only provide a letter listing the number of items donated.

#### *D. Recommendations from the Public*

The Hutchinson Public Library welcomes suggestions from the public concerning possible purchases for materials. All suggestions are given serious consideration using the same criteria as any other materials purchased by the Library.

### **IV. Interlibrary Loan and Cooperation**

The Library supports interlibrary loan for local patrons as a basic service to supplement the local collection.

Interlibrary loan, while not designed to substitute for providing books and other materials in constant demand, is used by the Hutchinson Public Library to provide materials essential to patrons, and to make available those materials which cannot be added to the collection because of space, appropriateness to the local collection, or budget.

### **V. Access to Materials**

#### *A. Precepts of Freedom*

The Hutchinson Public Library Board of Trustees and Library staff believes that the right to read is an important part of the intellectual freedom that is basic to democracy. Therefore, in its selection of library materials, the Hutchinson Public Library subscribes to the following Freedom Statement, which is attached to, and becomes part of this policy.

The Hutchinson Public Library adheres to and wholly supports the American Library Association's Library Bill of Rights, (Appendix B) which is considered as part of this selection policy.

The Library is a unique institution and is charged with being an unbiased repository of recorded expression. Any attempt by a group or individual to remove items from the collection, or to add items not meeting standards set by this policy, shall be treated with the utmost seriousness by the staff and the Hutchinson Public Library Board of Trustees. The Hutchinson Public Library believes that censorship is an individual matter and that — while anyone is free to reject books or materials of which they disapprove—they cannot censor or restrict the freedom of others. The Library Board of Trustees has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

## B. Access

Processing and shelving of materials does not reflect a value judgment. There will be no labeling of any item or of its catalog entries to indicate its point of views, bias, or content. All materials will be shelved in their proper order on open shelves freely and easily accessible to the public. Some seasonal and very low-demand items may be placed in storage but can be accessed at any time by requesting that a staff member retrieve the item or items.

The Hutchinson Public Library assures free access to its holdings. All patrons are free to select or reject any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Although juvenile materials are kept together to facilitate use, children are not limited by the Library to using the juvenile collection. Responsibility for a child's use of the Library's materials must rest with the parent or guardian, not the library.

## C. *Process for Reconsideration of Library Materials*

In case of a complaint about or challenge of material, the Department Head may discuss the material in question with the patron. The complainant may also discuss the material in question with the Library Director, in person or by telephone.

The Library Director, or his representative, will explain the general criteria of the Library's selection policy to the complainant. It will be made clear that the Library Board of Trustees subscribes to the Freedom Statement attached to this policy (Appendix B).

If the complainant wishes to continue the procedure for reconsideration of materials after talking with the Library Director, the complainant will be requested to complete the Request for Reconsideration of Library Materials form (Appendix C). The complaint form must be filled out in its entirety. Upon receipt of the completed form, the Coordinator of Collection Development and the Library Director will review the complaint and send a response to the patron.

If the complainant is not satisfied with the decision, he or she may appeal to the Hutchinson Public Library Board of Trustees within three weeks of the written decision.

If the decision is appealed to the Library Board, the materials in question will be forwarded to the Library Board for their consideration. In the event of such action, the Library Board's sole responsibility will be to determine whether the Library Director's decision was in compliance with this policy. The Library Board's decision will be final.

## VI. Maintenance of the Collection

### A. *Evaluation*

The Library monitors and evaluates the materials in its collection on a regular basis to determine if they are meeting the needs of its patrons. Methods used may include: analysis of turnover rates by subject, availability and usage checks of titles, checks of holdings of titles from selected bibliographies, patron satisfaction questionnaires, or other means.

### B. *Material Withdrawal Policy*

Book and other material withdrawal is an important aspect of collection development. The Hutchinson Public Library Board of Trustees recognizes the need to evaluate its collections in response to changing nature and needs of its community through the weeding and replacement of its titles. Weeding is a task that takes skill, care, time, and knowledge of the materials to be discarded. Weeding is a necessary adjunct of selection since it systematically eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or in demand; unnecessary duplicates, and worn out or damaged copies.

### C. *Disposition of Withdrawn Materials*

The staff will make decisions regarding the disposition of books and other materials withdrawn from the collection. Withdrawn materials, which in the estimation of the professional staff are appropriate for further use, will be given to the Friends of the Hutchinson Public Library for sale.

## **Appendix A**

Award winning films will be selected from the following:

Academy Awards: All winners from any category and all nominees for Best Picture, Best Actor, Best Actress, Best Supporting Actor, Best Supporting Actress, Original Screenplay, Adapted Screenplay, Best Director, and Best Foreign Film.

People's Choice Awards: All Favorite Film winners and nominees.

Golden Globes: All winners and nominees of Best Picture for Drama and Comedy, Best Comedy and Musical, Best Actor and Best Actress for Drama and Comedy, and Best Foreign Film.

Sundance Film Festival Awards: All winners and nominees of the Grand Jury Dramatic and Audience Award Dramatic.

Cannes Film Festival: Winner of the Palme d'Or, the Grand Prix, Best Actor, Best Actress, Best Director, Best Screenplay, the Jury Award and the Short Film Palme d'Or.

Screen Actors Guild: All winners and nominees for Best Actor, Best Actress, and Best Cast.

Director's Guild of America: All winners and nominees for Best Director.

Film Independent's Spirit Awards: All winners for Best Feature, Best Director, Best Screenplay, Best Male Lead, Best Female Lead, Best Supporting Male, Best Supporting Female, and Best Foreign Film.

Edgar Awards: All winners and nominees for Best Motion Picture Screen Play.

Nebula Awards: All winners and nominees for Motion Picture Script

Saturn Awards: All winners for Best Science Fiction Film, Best Fantasy Film and Best DVD Release (film)

Emmy Awards: All winners from any category and all nominees for Outstanding comedy series; Outstanding Drama series; Outstanding Miniseries; Outstanding Made for Television Movie; Outstanding variety, music or comedy series; Outstanding variety, music or comedy special; Outstanding Children's program; Outstanding Children's non-fiction program.

## Appendix B

### 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 abridgement 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 that 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.

Adopted June 18, 1948; amended February 2, 1961, June 27, 1967, and January 23, 1980 by the ALA Council.

**Appendix C (Print on letterhead)**

**Request for Reconsideration of Library Materials**

This form must be filled out completely

Format: Book \_\_\_\_\_ Periodical \_\_\_\_\_ Other (Name format) \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher (if known): \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State / Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Do you represent: ( ) Yourself This Organization: ( ) Name: \_\_\_\_\_

( ) Other Group (Name): \_\_\_\_\_

1. To what in the work do you object? (Please be specific. Cite pages) \_\_\_\_\_

\_\_\_\_\_

2. Did you complete the entire work? \_\_\_\_\_ If not, what parts? \_\_\_\_\_

\_\_\_\_\_

3. What do you feel might be the result of exposure to this work? \_\_\_\_\_

\_\_\_\_\_

4. For what age group would you recommend this work? \_\_\_\_\_

5. What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

6. Are you aware of judgment of this work by reviewers? (Please cite reviews) \_\_\_\_\_

\_\_\_\_\_

7. What would you like the Library to do about this work? \_\_\_\_\_

\_\_\_\_\_

8. Is there anything good about this book? \_\_\_\_\_

\_\_\_\_\_

9. What would you recommend as a replacement for this work? \_\_\_\_\_

\_\_\_\_\_

This form must be signed.

Signature: \_\_\_\_\_