Baldwin City Library Date: 3/29/2011

Baldwin City, KS

SUBJECT: **MATERIALS SELECTION AND COLLECTION MANAGEMENT**

1. **Responsibility for Selection**

The responsibility for the collection development policy lies with the Board of Trustees of the Baldwin City Library. The Board delegates to the Library Director and other staff members designated by the Director the responsibility of selection of materials and development of the collection.

2.0 **Library Collection Objectives**

The Baldwin City Library selects, makes available, and promotes the use of library materials in various formats which:

* 1. Reflect the mission and roles of the library.
  2. Assist in meeting the information needs of the community.
  3. Assist in meeting the recreational needs of the community.
  4. Supplement formal and informal study.
  5. Reflect a variety of opinions on a subject.
  6. Support economic, cultural, recreational, and civic activities in the community.
  7. Stimulate understanding and growth.
  8. Enhance job-related knowledge and skills.
  9. Increase knowledge of and participation in the affairs of the community, state, nation and world.

3.0 **General Selection Criteria**

The following general criteria are used in selecting materials for purchase by the Baldwin City Library:

* 1. Examination of existing materials in the collection on the same subject.
  2. Reputation of the author, illustrator, publisher or producer.
  3. Suitability of subject, style and reading level for intended audience.
  4. Current appeal and popular demand.
  5. Present and potential relevance to the community needs.
  6. Availability or scarcity of materials on the subject.
  7. Value of material in relation to durability and price.
  8. Compliance with stated collection of goals.

4.0 **General Limitations and Priorities on Acquisitions**

4.1 Materials not Purchased

4.1.1 Outlines or Synopses.

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Baldwin City Library Date: 3/29/2011

Baldwin City, KS

SUBJECT: **WEEDING POLICY**

The Baldwin City Library Board recognizes the need to continuously evaluate its collections in response to the changing nature and needs of the 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. Withdrawal and discarding (weeding) is chiefly the librarian’s responsibility. This is done continuously as the shelves are checked. A thorough check will be made every 2-e years. Discarded are those items worn out, outdated, or not checked out for 5 years. Weeding is a necessary adjunct of selection since it systematically eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest nor in demand; unnecessary duplicates; and worn out or mutilated copies.

Note: Refer to pamphlet on Weeding the Small Library Collection.

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Form adopted 10/28/2014

BALDWIN CITY LIBRARY Date: 1/25/2011

Baldwin City, KS

SUBJECT: **CENSORSHIP & RECONSIDERATION OF LIBRARY MATERIALS**

1. The Baldwin city Library adheres to and wholly supports the *Library Bill of Rights* and *Freedom to Read* and *Freedom to View* statements, all of which are considered as part of the collection development policy. (See Appendix for copy of statements).
2. The Board of Trustees has also adopted the American Library Association statements on: (see Appendix A for copy of statements)

2.1 *Statement on Labeling*

2.2 *Diversity in Collection Development*

2.3 *Challenged Materials*

2.4 *Expurgation of Library Materials*

1. Process for Reconsideration of Library Materials
   1. All challenges of materials are to be handled by the Library Director. An appointment may be set up for the complainant to meet with the director in person.
   2. If the meeting is person to person, a private area should be chosen. The director and another staff person or board member are to listen calmly and courteously. The individual or group should be treated with dignity.
   3. The director will explain the general criteria of the library’s selection policy to the complainant. It should be made clear that the Library Board of Trustees subscribes to the Freedom Statements in this policy.
   4. If the complainant wants to continue the procedure for reconsideration materials after talking with the director, the complainant will be requested to complete the form “Reconsideration of Library Materials.” (See Appendix C for a copy of the form) The complainant must be properly identified and the complaint form must be filled out in its entirety. The director, upon receipt of a completed form, will convene a committee to make a recommended decision. The Committee membership will be specified by the Library Board of Trustees.
   5. The process of reconsideration is to be explained to the complainant, who shall be notified of the committee’s decision within 30 days.
   6. If the complainant is not satisfied with the committee decision, s/he may appeal to the Board of Trustees within three weeks of the committee’s decision.
   7. If the decision is appealed to the Board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the Board. The Board’s decision will be final.

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