

If the request for reimbursement is approved, the employee will be reimbursed for approved costs within 10 business days.

If the request is denied for reasons, the employee may resubmit the request with additional documents, as long as he/she is still within the 75 days after completion of the requested course(s).

11. MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICIES

11.1 Legal Authority

The Tonganoxie Public Library is organized under the laws of Kansas and is authorized under K.S.A. 12 1225 Et.Seq. *...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slide pictures, films, projection equipment, phonograph records, and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services,...*

11.2 Mission Statement

The mission of the Tonganoxie Public Library is to provide a positive environment for lifelong learning and enjoyment. It strives to be the center of cultural activity, foster community partnerships and ensure that a dedicated and qualified staff provides the community with expertly selected materials and needed services and programs.

This Collection Development Policy is used by library staff to select, maintain and weed materials and also serves to acquaint the general public with the principles of collection development.

11.3 Library Collection Objectives

The Tonganoxie Public 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. Meet the information needs of the community.
3. Meet 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.
10. Encourage the use of modern technology.

11.4 Responsibility for Selection

The responsibility for the collection development policy lies with the Board of Directors of the Tonganoxie Public 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.

11.5 Scope of the Collection

The popular adult collection highlights genres and topics for which local interest and need is known to exist. These areas include current high-interest fiction, self-help and how-to material.

Circulation statistics will be used to gauge collection use and will aid with asset allocation for new items.

Due to the existence of a strong genealogy library in the region, the Tonganoxie Public Library limits its collection to materials dedicated to explaining the process of conducting genealogical research and other how-to items of interest.

In the development of its collection, the library recognizes that it is impossible for a small-sized public library to provide a balanced comprehensive collection that is strong enough to meet all community needs. As a member of the NExpress shared automation program, the library will supplement its resources with materials borrowed from other libraries through the consortium.

The library maintains a small collection of Spanish language materials, but the majority of the collection is in English.

11.6 General Selection Criteria

The library staff relies upon several sources for assistance in selecting library materials, including book reviews, publishers' catalogs and flyers, professional journals, printed bibliographies, recommendations of other professionals and library patrons, and personal knowledge and expertise. Reviews in professionally recognized periodicals, such as *Library Journal*, are a primary source for material selection. Reviews provided by online book distribution companies are also consulted, as are best-seller lists. The lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.

The library supplies access to print materials, including:

- hardcover and softcover books, including some mass market paperbacks
- magazines and newspapers
- audio-visual media, including, books on CD, DVD's of all ratings, digital audiobooks, and music CDs with explicit lyrics;
- electronic resources, including online databases, software access, and the Internet.

Feature titles for children, popular features, requested features, and classic and educational titles will be collected in DVD format.

Local history materials are defined as any material related to the region, specifically Tonganoxie and Leavenworth County, and materials written by local authors. These materials are purchased, when possible, from local distributors and publishers.

The following general criteria are used in selecting materials for purchase by the Tonganoxie Public Library:

- Examination of existing materials in the collection on the same subject
- Reputation of the author, illustrator, publisher or producer
- Suitability of subject, style, and reading level for intended audience
- Demand
- Present and potential relevance to the community needs
- Availability or scarcity of materials on the subject
- Value of material in relation to durability and price

- Compliance with stated collection goals.

11.7 Materials Not Purchased

The following materials will not be purchased: slides, 16mm films, artworks, textbooks, workbooks, outlines or synopses. The library does not circulate toys, realia or equipment. Rare or out-of-print material will not be purchased unless it is of significant value to the development of the collection.

11.8 Replacements and Duplicates

Guidelines for replacements or purchase of duplicate copies may include the following:

- The number of copies available. If a copy is lost or missing, the library may choose not to replace the item if it owns another copy.
- The coverage the library has on the subject. If a large collection exists in a particular subject area, a particular title may not need to be replaced
- The amount of similar material available. If several books are continually published on a subject, the library may replace a missing title with something more current.
- The demand for material in that subject area. The subject may be so popular that the library replaces the title at once.
- The availability of a particular title. If a title is out-of-print and expensive to replace, the library will not replace it.

11.9 Recommendations from the Public

The Tonganoxie Public Library welcomes suggestions from the public concerning possible purchases for library materials. The patron may give the recommendation, giving as much information concerning the materials as is known, to the Circulation Supervisor. This information will be on file for purchase consideration as funds are available. These suggestions will be considered by the same criteria used for the purchase of other library materials. Books and subject areas repeatedly requested through Interlibrary Loan will also be treated as suggestions for purchase.

11.10 Gifts

Gifts or donations of books or other materials may be accepted with the understanding that they will be used or disposed of as the library determines is appropriate. Determining "appropriate" means using the same criteria set forth in this policy for the purchase of library materials. Donors will be made aware that items that are not added to the collection will be offered for sale or sent away for recycling. Gifts may in turn be given to the Friends of the Tonganoxie Public Library for fundraising events.

If requested, the library will supply a letter listing the items donated. The library is prohibited by law, to provide an appraisal of the items for the donor for tax purposes.

Gifts of items other than materials or money, not covered by written policies shall be declined. The library reserves the privilege of using cash donations and memorials in a manner that will best serve the operation of the library and its service to patrons. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy shall apply.

Gifts made to the library become the sole property of the library and remain so until they are either added to the collection or until a decision is made as to the appropriate disposition of such items. The library reserves

the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection.

The following types of gift materials may not be added to the collection:

- Publications excluded by the collection development policy
- Out-of-date material not of historical value
- A duplicate of an item already in the library
- Material in poor physical condition

Exceptions to the gift policy may be approved by the Director.

11.11 Interlibrary Loan Cooperation and Networks

The Tonganoxie Public Library will cooperate with the Kansas Library and the Regional System of Cooperating Libraries to provide interlibrary loan as an essential service to users. It is more economical to borrow an infrequently used book than it is to buy it. Interlibrary loan, while not designed to substitute for providing books and other materials in constant demand, is used by the Tonganoxie Public Library to provide essential materials for unusual situations and to make available those materials that cannot be added to the collection because of space and budget.

11.12 Maintenance of the Collection

This Collection Development Policy is used by library staff to select, maintain and weed materials and also serves to acquaint the general public with the principles of collection development.

The Tonganoxie Public Library Board recognizes the need to continuously evaluate its collections in response to the 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 nor in demand, unnecessary duplicates; and worn out or mutilated copies. Items weeded from the collection will be offered for resale, donated to a tax-supported institution or discarded.

11.13 Intellectual Freedom and Challenged Materials

The Tonganoxie Public Library adheres to and wholly supports the Library Bill of Rights, Freedom to Read, and Freedom to View statements. The Director and Library Board also adopt the American Library Association (ALA) Statement on Labeling; Diversity in Collection Development; Challenged Materials; Expurgation of Library Materials, and Free Access to Libraries For Minors.

The Tonganoxie Board of Directors recognizes the right of individuals to question materials in the library collection and will give serious consideration to each patron's opinion. Material being questioned will remain available to patrons until a decision is made.

The Board of Directors believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself/herself books and/or library material of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to read, view, or hear. Parents have the responsibility to guide and direct the reading/viewing/listening of their own minor children. The library does not stand *in loco parentis* (in loco parentis: in place of a parent; charged with a parent's right, duties and responsibilities).

11.14 Process for Reconsideration of Library Materials

1. All challenges of materials are handled by the director. An appointment may be set up for the complainant either to meet with the director in person or by telephone.
2. If the meeting is person to person, a private area should be chosen. The director and another staff person or board member will 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 subscribes to the Freedom Statements in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after talking with the director, the complainant will be requested to complete the form "[Reconsideration of Library Materials.](#)" The complainant must be properly identified and the form must be filled out in its entirety. The director, upon receipt of a completed form, will appoint a committee to make a recommended decision. Committee membership may be specified by the Library Board. .
5. The process of reconsideration is explained to the complainant, who shall be notified of the committee's decision within ten days.
6. If the complainant is not satisfied with the committee decision, s/he may appeal to the Board within three weeks of the committee 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.

11.15 Confidentiality of Library Records

Because the library must maintain trust with members of the public, the Board of Directors of the Tonganoxie Public Library shall make every reasonable and responsible effort to see that information about patron and individual information choices remain confidential. Therefore, the Board of the Tonganoxie Public Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

- a patron's name (or whether an individual is a registered borrower or has been a patron)
- a patron's address
- a patron's telephone number
- the library's circulation records and their contents
- the library's borrowers records and their contents
- the number or character of questions asked by patrons
- the frequency or content of a patron's visits to the library or any other information supplied to the library, or gathered by it shall be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of such a process, order or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

12. Emergency Preparedness

12.1 Emergency

A. Emergency Contact Numbers