

- 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).