

MATERIAL SELECTION AND COLLECTION DEVELOPMENT POLICY

I. INTRODUCTION

A. Legal Authority

The Delaware Township Library is organized under the laws of Kansas and is authorized under K.S.A. 12-1219 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;

The Delaware Township Library will follow the laws of the State of Kansas in implementing this Materials Selection and Collection Development Policy.

B. Mission Statement

The Mission of the Delaware Township Library, a tax-supported community resource, is to provide informational, educational, and recreational services, materials and programs to users of all ages.

C. Roles of the Library

The Library Collection is, to a large degree, determined by the major roles that the Library has adopted. Currently, the Library Board of Trustees and the Library Director define the major roles as follows:

1. Reference and information center for the service area.
2. Children's door to reading for pleasure and life-long learning.
3. Popular and recreational materials for persons of all ages.
4. Complement needed resources for area student population.
5. Service center and educational resource for older citizens.

D. **The Library Collection Objectives**

The Delaware Township Library selects, makes available, and promotes the use of library materials, whatever the format, 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. Support economic, cultural, recreational, and civic activities in the community when possible.
6. Stimulate understanding and growth.
7. Enhance job-related knowledge and skills.
8. Increase knowledge of and participation in the affairs of the local community, the country and the world.

E. Responsibility for Selection

The responsibility for the materials selection policy lies with the Delaware Township Library board of trustees and their representative, the Delaware Township Library Director. The Board delegates to the Library Director the responsibility of selection of materials and development of the collection.

II. CRITERIA AND REVIEW SOURCES

A. General Selection Criteria

Fifty percent of the following criteria must be met if an item is to be included in the collection. The criteria are not intended to exclude consideration of standards appropriate to particular formats of materials. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase by the Delaware Township Library:

1. Examination of 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. Present and potential relevance to the community needs.
6. Availability or scarcity of materials on the subject.
7. Lasting value of work to the community.

FICTION- In addition to the General Selection Criteria above, five of the six following criteria must be met for fiction to be added to the collection.

1. Plausible plot and good plot development.
2. Effective characterization.
3. Imaginative writing and originality.
4. Literary merit.
5. Ability to sustain reader's interest.
6. Popularity within the community at large.

CHILDREN'S MATERIALS- The following criteria, when applicable, should be

Considered when selecting materials for the children's collection:

1. Appropriate materials to meet the needs and interest of children from infancy to Sixth grade.
2. Materials of interest to adults concerned with these age groups.
3. Materials that reflect community values.
4. Variety of topics to enable children to better understand their world.
5. Materials that reflect the wide spectra of reading comprehension and maturity levels of children served.

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 (middle school through high school): grades Seventh through Twelfth.
2. Materials for recreational, popular and topical reading that may be related to the needs of students, but does not include school textbooks.
3. Hardbacks are the preferred format for books when appropriate.
4. 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 understanding how one fits into the community.

5. Materials that reflect the wide spectra of comprehension, maturity and library skills.
6. A wide range of subjects to enhance the minds and enjoyment of readers.

WEEDING

Maintenance of the collection through continuous review and evaluation is critical to ensuring the quality, usefulness, and relevancy of the collection. The library director will establish criteria to identify materials in poor condition; identify time sensitive materials or other items that do not reflect current and/or community interests; discover subject areas needing to be refreshed with newer, more attractive titles; and identify classic titles for which newer copies should be purchased to replace any copies in poor condition.

The Director shall provide guidance to any staff designated assist in weeding, to help them identify items that are likely to meet established standards for deselection, however individual librarians must use their professional judgment when determining which items to deselect under Director supervision. Staff should feel free to direct any weeding questions to the Director through email, written, or verbal communication.

Review Sources

ADULT - Primary sources for adult materials include, but are not limited to: Booklist, Library Journal, Goodreads, American Library Association's various adult level fiction/nonfiction oriented workshops and groups.

CHILDREN- Primary sources for children's materials include, but are not limited to: Booklist, School library Journal, American Library Association's various children's oriented workshops and groups.

YOUNG ADULT- Primary sources for young adult materials include, but are not limited to: Book list, School Library Journal, Good Reads, American Library Association's various YA oriented workshops and groups.

NON PRINT MEDIA- Professional review sources including: Hoopla access and Flipster access, Library Journal, Booklist. American Library Association's various workshops and groups.

VIDEOS AND DVDS- Criteria for the selection of videos and DVDs:

1. Balance popular demand with quality nonfiction to present accurate and up-to-date information to both entertain and inform the patrons.
2. Good technical quality.

3. Need for subject to be appropriate to the DVD/Blu-Ray format or any future formats appropriate for library use.

COMPUTER POLICY OVERVIEW

COMPUTER HARDWARE

1. Availability of NEKLS tech support
2. Onsite NEKSL support preferable. If not possible, online or phone repair as a backup.
3. Availability to upgrade (drive bays, open slots, RAM upgrade potential) should be viewed as being important as current capabilities.
4. The Delaware Township Library will purchase the best equipment in terms of performance for the needs they have.

COMPUTER SOFTWARE

1. Using the most available and widely accessible operating systems (OS) usually Windows available to the library
2. Make the Office suite of software available to the public (Word, Excel, PowerPoint, etc.) on patron computers with the intention of keeping the suite up to date with the latest edition whenever/if possible.
3. Need for user friendly software.
4. Need for the program to have large enough capacity to hold and process as many records as needed.
5. Need for good vendor support/NEKLS based if possible
6. Selection to extent possible for compatibility with other software already in use.
7. Awareness of current copyright laws as applied to digital information. This is an area of law in transition, as Digital Millennium Copyright Act or DCMA has had many interactions with the first amendment and its ramifications are still being felt and explored.

Requests for Reconsideration of Materials

The Library welcomes expressions of opinion about its collections. The Library will make an effort to respond in writing or through email to patron requests for removal of an item or requests to restrict access to any materials.

Adopted

5/05/21