Chapter 3. Collection Management (Amended February 14, 2019)

Section 1. Responsibility
A. The Board of Trustees and staff of the Leavenworth Public Library are responsible for applying this policy consistently. Final responsibility for collection management rests with the Library Director.

Section 2. Legal and Professional Standards
A. Material selected per this policy is protected by the First Amendment of the US Constitution. If a person claims an item is not protected, the burden of proof rests with the person making the claim. The Board of Trustees endorses the following Statements to protect the rights of all library users:

Library Bill of Rights
Freedom to Read
Freedom to View

B. Selections will represent diverse points of view, including some that may be objectionable to some people. Selections are based on the merit of their content as a whole and will not be excluded, restricted, sequestered or labeled due to the origin, background or views of those contributing to their creation. Selections will not be avoided based on anticipated disapproval.

C. Patrons are responsible for choosing material for themselves or their minor children but cannot restrict the freedom of others to make their own choices. The Library does not act in loco parentis.

Section 3. General Criteria for Selection
A. The Library's Primary Role is to Stimulate Imagination. Residents who want materials to enhance their leisure time will find what they want, when they want it and receive the help they need to make choices from among the options. This process will be performed by trained, experienced staff. The criteria below are guidelines for evaluating material that is considered for selection or donated:

Demand and need
Authority of the author and/or publisher
Literary merit or artistic quality
Accuracy and reliability
Timeliness of content
Viewpoint of the author, with the goal of providing diversity
Available space
Need for replacement
Durability
Kansas Room selections focus on the history and genealogy of the Leavenworth area

B. No single work must meet a certain number of criteria. Demand is not the sole criterion for selection. Duplication is permitted based on the criteria. Requests are considered in the context of the entire collection, the criteria and the availability of material through other means (interlibrary loan, electronic format etc.).

C. The following material will not be selected:
Textbooks
Formats that are not durable in a library setting
Material that does not make reasonable use of available space

Section 4. Gifts and Donations

A. Gifts or donations of material in these categories will be accepted:

Books, except textbooks and encyclopedias
Magazines published within last 12 months
DVDs
Music CDs
Audiobooks in CD format
Video Games for current player/devices
Board Games

B. The Library will not accept any material or other items that are moldy, foul smelling or otherwise in damaged or poor condition. All accepted donations will be used or disposed of as the Library determines is appropriate, using the same criteria set forth in section 3 of this policy. Donation of other items will be considered for acceptance on a case-by-case basis.

C. Charitable contributions to governmental units including the Leavenworth Public Library are tax deductible under section 170(c)(1) of the Internal Revenue Code. Valuation of the gift is the responsibility of the donor. The library can provide documentation acknowledging all accepted donations and the number of items donated.

Section 5. Withdrawing Materials

A. Libraries must regularly withdraw material. This process will be performed by trained, experienced staff. The criteria below are guidelines for evaluating material that is considered for withdrawal:

Worn or damaged
Duplicate that is no longer in demand
Newer edition or newer information is available
Superseded by other material in collection
Little or no use
Lack of space

B. Replacing withdrawn material is determined by demand, the number of duplicates in the collection and the adequacy of the library's collections in the subject area. The final disposition of withdrawn material is at the discretion of the Library Director.

Section 6. Reconsideration of Library material

A. Patrons may request that material is reconsidered. Staff handling a request will explain the material selection process and policy. Patrons who wish to pursue a request further will be referred to the Director. If the Director cannot resolve the matter, the patron will be given a copy of the Collection Development policy and Reconsideration Form.

B. The Reconsideration Form should be filled out and returned to the Director. The Director will meet with the Staff Selection Committee (Assistant Director and Youth Services Supervisor) and consider the request. The written decision of the Committee will be provided to the patron and the Board of Trustees.

C. Patrons have 30 days in which to appeal the Committee's decision to the Board. Board meetings are held on the second Thursday of each month. Written appeals and/or requests to appear before the Board must be submitted to the Director at least 10 days in advance of the meeting. All oral presentations will be guided by the approved Public Participation policy. The Library Director will inform the patron in writing of the Library Board's action on the appeal.