

# **Bonner Springs City Library**

## **MATERIAL SELECTION & COLLECTION DEVELOPMENT POLICY**

**Last updated August 8, 2024**

### **Purpose**

The purpose of the material selection & collection development policy is to provide guidelines for the selection and evaluation of materials in the Library's efforts to meet the needs of the community. It addresses the process of acquisition and maintenance of the collection with specific considerations regarding various audiences and formats. It details the Library's policy on confidentiality of library records. It may also serve to communicate collection development decisions to the public and outlines the process for reconsideration of materials included in the collection. All points in this policy are intended to relate the collection to the Library's mission statement.

### **I. Introduction**

#### **A. Legal Authority**

Public Libraries are organized under the laws of the State of Kansas and authorized under K.S.A. 12-1225 et seq. to acquire by purchase, gift or exchange the materials and equipment deemed necessary by the board for the maintenance and extension of modern library services.

#### **B. Mission Statement**

The Mission of the Bonner Springs City Library is to be a dynamic community resource that provides opportunities for people of all ages to learn, think and grow.

#### **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, the Library Director and Staff 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. Community gathering place

#### **D. The Library Collection Objectives**

The Bonner Springs City Library selects, makes available, and promotes the use of the library materials, whatever the format, which:

1. Reflect the mission and roles of the library.
2. Meet the informational needs of the community.

3. Meet the recreational needs of the community.
4. Supplement formal and informal study.
5. Reflect a variety of opinions (minority and majority) 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, the state, the country and the world.

#### **E. Responsibility for Selection**

The responsibility for the materials selection policy lies with the Board of Trustees of the Bonner Springs 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.

## **II. Criteria and Review Sources**

### **A. General Selection Criteria**

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 Bonner Springs City Library:

1. Relationship to 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. Value of material in relation to its cost
8. Level of difficulty and specialization
9. Reviews, summaries and descriptions of materials
10. Availability and accessibility of the same materials in the geographical area
11. Format suitability
12. Technical characteristics, i.e., physical condition of item and level of durability

**FICTION**—In addition to the General Selection Criteria above, the following criteria will be considered for acquisition of fiction:

1. Plausible plot and good plot development
2. Effective Characterization
3. Imaginative writing and originality

4. Literary merit
5. Accurate description of the particular era or country in which it is set
6. Ability to sustain a reader's interest
7. Significant contribution in a new or special way if a new edition

**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 of children from infancy to sixth grade
2. Materials of interest to adults concerned with these age groups
3. Variety in points of view to enable children to better understand their world
4. Materials that reflect cultural diversity
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 interest of young adults in the twelve to eighteen age group (middle school through high school); grades six through twelve
2. Materials for popular, recreational and topical reading that may be related to the needs of students, but does not include school textbooks
3. Variety in points of view to enable young adults to better understand their world
4. Materials that reflect cultural diversity
5. 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 independence from family
6. Materials that reflect the wide spectra of comprehension, maturity and library skills
7. A wide range of subjects, some controversial

**NONPRINT MATERIALS**—Criteria parallels those listed for General Selection Criteria but should also consider:

1. Artistic merit and reputation of artist/author
2. Quality of interpretation and technique of the artist
3. Ability to be understood and articulated in an interesting manner if spoken word
4. Presentation of quality images, color reproductions, compositions, if visual media

**VIDEOS/DVDS**—Criteria for the selection of videos or DVDs

1. Balance popular demand with quality by basing purchases on reviews
2. Good technical quality
3. Need for non-fiction and documentary to present accurate and up-to-date information
4. Need for subject of be appropriate to the format

**GRAPHIC NOVELS** - Graphic Novels – The Bonner Springs City Library develops a graphic novel collection of core and popular titles that serve the informational and recreational interests of children, young adults, and adults.

1. Graphic novels have gained literary acceptance as a new medium through which a combination of text and sequential art are used to tell a story. The graphic novel format holds great appeal for reluctant and avid readers alike.
2. The library collects graphic novels in English. Library customers should be aware that graphic novels translated from other languages may reflect cultural differences.
3. The library strives to choose graphic novels that serve a wide age range of audiences, but it is the responsibility of parents or adult caregivers to determine which materials are appropriate for their children.
4. Ratings of graphic novels will be considered when selecting graphic novels. These ratings will determine what part of the collection the graphic novels will be selected for.
  - a. Graphic novels and manga rated Teen will be shelved in the Young Adult graphic novel collection.
  - b. Graphic novels and manga rated Older Teen will be shelved in the Adult graphic novel collection. Any graphic novels that are rated adult by major comic book publishers, such as Marvel and DC, will also be shelved in the Adult graphic novel collection.
  - c. Manga rated Mature (ages 18+) will not be selected for the adult graphic novel collection due to its very mature nature.
5. Graphic novels are chosen from professional reviews in publications such as *Library Journal*, *School Library Journal*, and *Booklist*; recognized online sources; award lists; and bibliographies.
6. Customer requests are also considered when choosing titles for the collection.

**LIBRARY OF THINGS** – The Bonner Springs City Library purchases or otherwise makes available non-traditional library items such as computer equipment, games, puzzles, kits, and museum passes that further the Library’s mission. Cost, space, durability, and liability will be taken into account when deciding what kind of items to include in the collection.

## **B. Review Sources**

**ADULT**—Primary sources for adult materials include, but are not limited to:

1. Professional review journals such as *Booklist*, *Library Journal*, *Kirkus Reviews*, *Publishers Weekly*, *New York Times Book Review* and the *Kansas City Star*
2. Award Winners
3. Bestseller lists including those appearing in the *New York Times* and *Publishers Weekly*
4. Recommended reading lists produced by professional associations including the American Library Association and its divisions

**CHILDREN**—Primary sources for children’s materials include, but are not limited to:

1. Professional review journals such as *Booklist*, *School Library Journal*, *Kirkus Reviews*, *Publishers Weekly* and the *Kansas City Star*
2. Award Winners
3. Bestseller lists including those appearing in the *New York Times* and *Publishers Weekly*
4. Recommended reading lists produced by professional organizations including the American Library Association and its divisions.
5. Recommended reading lists produced by local schools in the library’s service area

**YOUNG ADULT**—Primary sources for young adult materials include, but are not limited to:

1. Professional review journals such as *Booklist*, *School Library Journal* and the *Kansas City Star*
2. Award Winners
3. Bestseller lists including those appearing in the *New York Times* and *Publisher’s Weekly*
4. Recommended reading lists produced by professional organizations including the American Library Association and its divisions.
5. Recommended reading lists produced by local schools in the library’s service area

**NONPRINT MEDIA**—Professional review sources include, but are not limited to:

1. Professional review journals such as *Booklist*, *Library Journal*, *School Library Journal*, *AudioFile* and *Video Librarian*
2. Award Winners
3. Bestseller lists including those appearing in *Billboard Magazine* and *Library Journal*

### **III. Acquisition**

#### **A. Materials Not Purchased**

The following materials will not be purchased: slides, records, 16mm films, textbooks, workbooks, books that are abridged (except for versions designed specifically for young readers or adult literacy), outlines or synopses.

#### **B. Replacements and Duplicates**

A replacement is an item purchased to replace an identical title previously in the collection. The need for replacement in each case is judged by these factors:

1. Number of copies available. If a copy is lost or missing, the library may not replace it if it owns another copy.
2. The coverage the library has on the subject. If the library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.
3. The amount of similar materials available. If lots of books are continually published on a subject, the library may replace a missing title with something more current.
4. The demand for subject material in that subject area. It may be that the subject is so popular that the library may replace it at once.
5. The availability of a particular title. If a title is out-of-print and expensive to replace, the library will not replace a new one.
6. If the budget permits, a duplicate copy will be ordered for titles that have multiple requests or reserves.

#### **C. Recommendations from the Public**

The Bonner Springs City Library welcomes suggestions from the public concerning possible purchases for library materials. The patron can fill out a form giving as much information concerning the material as is known. These suggestions will be considered by the same criteria as materials purchased for the library and as the budget permits.

### **IV. Gift and Tax Deductions**

The full Gift Acceptance Policy, which covers donations of materials among other types of donations, is included in the Bonner Springs City Library Service Policy.

The following details from that policy pertain to donations of materials:

- Gifts that require approval of the Library Board before acceptance include books given under the condition that they be placed in the collection.
- Donations of materials are accepted with the understanding that they may be used or disposed of as the Library sees fit. Items not added to the

collection will be given to the Friends of the Bonner Springs Library for resale or disposal.

- The Library will only accept items in good condition. Donations of magazines older than two years, newspapers, textbooks, and encyclopedia sets will not be accepted. Exceptions may be made at the discretion of the library director.
- Though gifts to libraries may be tax deductible, library staff is prohibited by law from providing appraisals or establishing value. Evaluation of a gift is the responsibility of the donor.

Updates to this section of the Collection Development Policy must be reflected in the Bonner Springs City Library Service Policy.

## **V. Interlibrary Loan and Cooperation**

The Bonner Springs City Library will cooperate with the Kansas State Library and the Northeast Kansas Library System to provide interlibrary loan as an essential service to library users.

It is more economical to borrow an infrequently used book than it is to buy it. Interlibrary loan, while not designated to substitute for providing books and other materials in constant demand, is used by the Bonner Springs City Library to provide essential materials for unusual situations and to make available those materials which cannot be added to the collection because of space and budget.

## **VI. Confidentiality of Library Records**

The Board of Trustees of the Bonner Springs City Library recognizes the library's special position of trust with members of the public and has therefore established this policy outlining their responsibility with regard to confidential information about patrons and patron use of library resources that comes into the library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the library, is essentially a private endeavor on the part of each individual patron, the library shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential. Parents and guardians of children age 17 and under, having signed an agreement to be responsible for materials and fines on the account of their child, may have access to a list of current checkouts and fines, but the Library encourages them to obtain this information through the online catalog.

For people to make full and effective use of library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the ALA library Bill of Rights and Freedom to Read Statement.

Therefore, the Board of Trustees of the Bonner Springs City Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information shall be disclosed regarding or including:

1. A patron's name (or whether an individual is a registered borrower of or has been a patron)
2. A patron's address
3. A patron's telephone number
4. A patron's email address
5. Any information regarding a patron's current or past borrowing history
6. The library's circulation records and their contents
7. The library's borrower's records and their contents
8. The number or character of questions asked by patrons
9. The frequency or content of a patron's lawful visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena except in the case of secure monitoring of a ballot box by the election office.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Board of Trustees recognizes that it is only through continued public confidence in the fact that these guidelines are indeed being upheld that the public can maintain its confidence in the library. It is this confidence that is vital to the library's role in the community and the community's right to know.

Updates to this section of the Collection Development Policy must be reflected in the Patron Confidentiality Statement signed by all staff.

## **VII. Challenged Materials**

### **A. Precepts of Freedom**

The Bonner Springs City Library adheres to and wholly supports The American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to*



*View* statements, which are considered part of the selection process. (These documents are available online.)

#### **B. Process for Reconsideration of Library Materials**

1. All challenges of materials are handled by the Director. An in-person appointment will be offered to the person making the complaint.
2. A private area will be chosen for the meeting. The Director, with another staff member or board member as witness, will listen to the person's complaint.
3. The Director will explain the general criteria of the library's selection policies. It should be made clear that the Board of Trustees subscribes to the freedom statements in the library's policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after talking to the Director, the complainant will be requested to complete the form "Request for Reconsideration of Library Materials" (see appendix). The complainant must be a properly identified library card holder and a complaint form must be filled out in its entirety for each challenged item. After receiving the completed form, the Director shall refer the matter to the Bonner Springs City Library Board of Trustees.
5. The Board of Trustees will form a committee made of the Library Director or a staff appointment of the Director's choice, a Board Member and someone from the community who is a library user. The committee will be charged with bringing a recommendation to the Bonner Springs City Library Board of Trustees within two months. In case of multiple requests for reconsideration, that timeline may be extended at the Board's discretion.
6. The Library Board President will make sure the process for reconsideration is explained to the complainant, who will be informed in writing of the committee's recommendation.
7. If a complainant is not satisfied with the committee decision, they may appeal to the Board of Trustees within three weeks of the committee decision.
8. If the decision is appealed to the Board of Trustees, the material in question and all the supporting information concerning the decision to purchase this material will be forwarded to the Board. The Bonner Spring City Library Board of Trustees decision will be final.
9. Multiple challenges:
  - If after this process an item is retained in the collection, no request for reconsideration for that item will be entertained for one year.
  - Only one request for reconsideration from an individual patron will be entertained at a time.
  - Requests for reconsideration judged by the Library Board to be designed to disrupt library operations will not be entertained, per the Bonner Springs City Library Patron Code of Behavior. The Library will not accept blanket challenges or curated lists of challenges.

## **VIII. Maintenance of the Collection**

### **A. Weeding Policy**

The Bonner Springs City 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 withdrawn. Weeding is a necessary adjunct of selection since it systematically eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest, or in demand; unnecessary duplicates; and worn out or mutilated copies.

### **B. Responsibility for Weeding**

The responsibility for weeding follows those guidelines governing the responsibility for selection, with the Board of Trustees delegating this work to the Library Director and other staff. See the Fiscal Policies for Surplus Property Disposal. The Board of Trustees has an understanding with the Friends of the Library, who may sell discarded books to raise funds for the Library.

### **C. Questions to Ask When Weeding**

These are questions to be asked of a general nature. Every title or item requires professional judgment tempered with experience and common sense.

1. What was the last date of circulation? What was the interval of time between checkouts?
2. Is the book in attractive and useful condition?
3. Are the information and presentation still accurate?
4. Is it reliable? Viewpoints and information change with time.
5. Does it have appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
6. Is it a duplicate? Older edition duplicates of once popular items should go.
7. Is it appropriate material for the library at this time?
8. What is this doing here? Admit mistakes and get rid of stuff!

Appendix A. Request for Reconsideration of Library Materials Form

Request for Reconsideration of Library Materials

The Bonner Springs City Library has established a Collection Development Policy and a procedure for gathering input when an item is requested for reconsideration. If a patron has met with the Library Director and wishes to proceed with the reconsideration process, completion of this form is the first step in that procedure. Please return the completed form to the Library Director.

Bonner Springs City Library  
201 N Nettleton Ave  
Bonner Springs, KS 66012  
913-441-2665  
www.bonnerlibrary.org

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a Library patron? \_\_\_ Yes \_\_\_ No

Do you represent self? \_\_\_ Or an organization? \_\_\_ Name of Organization  
\_\_\_\_\_

1. Resource on which you are commenting:  
\_\_\_ Book \_\_\_ Movie \_\_\_ Magazine \_\_\_ Audio Recording  
\_\_\_ Digital Resource \_\_\_ Video Game \_\_\_ Newspaper \_\_\_ Other

Title  
\_\_\_\_\_

Author/Producer  
\_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?