KOKOMO-HOWARD COUNTY PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Library Mission Statement

We create opportunities for our community to become its best.

Purpose of the Collection Development Policy

This policy guides library staff in their selection and weeding responsibilities and informs the public of the principles used for selecting library materials.

Responsibility

The Board of Trustees delegates the Executive Director with the overall responsibility for selecting library materials. The Executive Director in turn delegates responsibility to the Director of Collection Management and Genealogy Services, who coordinates trained staff in selection duties.

Principles of Selection

The goal of the Kokomo-Howard County Public Library is to provide the widest possible selection of materials for meeting the literary, recreational, and informational needs of the community. Selecting and discarding library materials is undertaken by trained library staff in accordance with the guidelines of this document.

KHCPL strives to reflect the needs of our community and our national landscape as closely as possible. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process that will be considered during all aspects of collection development.

Many resources are used in making selection and weeding decisions. The journals that the library subscribes to for reviews are listed in Appendix A: Standard Review Sources. The librarians also use many other sources, such as “best of” books, blogs, journal articles, award lists, etc. All sources are used for information, along with current holdings, circulation trends, community projects, etc., to make the best decisions.

The library collection is composed of books, DVDs, Blu-Rays, CDs, Playaways, Playaway BookPacks, Video Games, documents, magazines, microforms, newspapers, Launchpads, Hotspots, and video tablets. Non-traditional items are also selected to be circulated as Experience Kits, such as Cricuts, bike locks, cake pans, STEM items, and outdoor toys. Online resources include recreational, informational, and research databases, and downloadable and/or streaming audiobooks, eBooks, periodicals, movies, television shows, and music.

The selection of materials follows the criteria listed below. Popularity and patron requests are also considered.

In terms of *relevancy*, the material:

- is timely for contemporary society
- is representative of various contemporary points of view reflecting current conditions, trends, and controversies that are international, national, and local
- interprets, documents, or illuminates the past
- provides information on a particular subject
- fosters a knowledge of self and an understanding of others
- enables the individual to acquire knowledge for decision making
- satisfies community interest in a subject
- fulfills current or anticipated demand
- is of local interest
- has reference or research value

In terms of *merit*, the material:

- advances the individual's capacity for understanding the world in which s/he/they live
- stimulates aesthetic appreciation and imagination
- is noted for literary or artistic quality
- contributes to the enjoyment of life

- is recognized as a classic in its genre
- has gained the attention of critics and reviewers (see Appendix C for Standard Review Sources)
- has received awards or honors
- reflects the competence and reputation of the author, director, illustrator, creator, or producer, performer, and/or publisher

In terms of *form and content*, the material:

- is accurate
- is readable or understandable
- is suitable for the intended audience, including populations with special needs
- provides documentation of source material
- is included in bibliographies or recommended lists
- contributes to a collection of classics or contemporary works or is suitable and durable in format

No book or other material will be excluded because of the author or creator's race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, *or social views. Judgment for selection is made on the material as a whole and not on a particular passage, page, scene, or other part alone*.

Limitations

The library may choose not to purchase certain items for reasons which include cost, space limitations, and collection needs. The library does not acquire textbooks and curriculum-related materials, or professional and technically oriented resources, except when such materials serve the general public, or are intended for library staff education. Publishing trends may also dictate if something is available in a particular subject area or format.

The library seldom selects erotica or pornography. Exceptions may occur when such books are on the New York Times bestseller list, have high media coverage, and have high local demand. Movies that are erotic, pornographic, or X-rated are not selected. The library adheres to the state city ordinance regarding obscenity IN Code § 35-49-2-1 (2019). See Appendix B.

Patron Suggestions for Purchase

Residents of the library's service area frequently request that the library purchase specific items for the collection. Such materials may be added to the collection provided that they meet the criteria in this Collection Development Policy. Patron and staff suggestions are always considered and influence the selection of materials. If suggested items are not purchased, patrons are directed to the library's interlibrary loan service.

Donations

Materials donated to the library or purchased as memorial gifts are subject to the library's Collection Development Policy. Items considered for the library's collections are in good condition, likely to be in demand or fill in gaps in the collection. The library retains the right to determine where donated materials will be allocated, and the ability to dispose of such items when they are worn out or cease to be useful to library patrons.

Weeding

The library regularly weeds its collection and evaluates materials based on the following factors.

- physical condition
- circulation statistics
- publication date
- author
- integrity of a series or completeness of works by an author
- additional copies
- other materials on the same topic in the collection
- expense and/or availability of replacement

- relevance
- accuracy
- inclusion in professional bibliographies
- space
- publisher
- inconsistency with current selection criteria
- availability online or at another local library

Weeding is a continual process based on the factors described above. Titles that have not circulated in two years are evaluated for discard.

The weeding process may include replacing materials, updating editions, or withdrawing items from the collection.

Discards

The library does not notify patrons when items are to be withdrawn nor hold discarded items for them. The majority of discarded materials are given to the Friends of the Library. Discarded items not claimed by the Friends of the Library are sent to Thriftbooks, used for library programs or services, or given to other libraries or agencies when appropriate. Damaged or older titles may be recycled or thrown away if they are deemed undesirable.

Materials Reconsideration

The library serves a pluralistic community. Library materials that are acceptable to one patron may not be acceptable to another. Responsibility for what a child reads, views, or listens to belongs to the parent or guardian. The library Board of Trustees believes that individuals may reject for themselves library materials of which they do not approve; however, individuals do not have the right to restrict the freedom of others to use these materials. The library allows residents of its service area to request that materials in the collection be reviewed for reconsideration. Procedures are included in Appendix C.

Collections of Note

Local Author Collection

The library has a Local Author Collection that includes a variety of items. Most items are donated by the author. These items are often self-published; however, they must be published or produced professionally to be considered. Because of the local relevance of these materials, other criteria concerning merit and form/content may be set aside for this collection. Erotica will not be accepted.

Authors are considered "local" if they are from Howard County, or the surrounding counties of Cass, Miami, Grant, Tipton, Clinton, or Carroll.

Braille

A small collection of books in Braille is available at KHCPL Main. The collection consists of juvenile fiction and nonfiction titles. A large number of these books are sent to the library free of charge from the American Action Fund by Blind Children & Adults. This collection also includes a small number of touch and feel board books. Because this is a small, highly specialized collection, titles are evaluated for discard much more selectively than other collections.

Genealogy & Local History Collections

The genealogy and local history collections are located at KHCPL Main. The collections are intended to serve the families and local historical research needs of our patrons. The Genealogy and Local History Department (GLHD) collections includes formats our other collections do not support, such as audiocassettes, VHS tapes, microfilm and microfiche, CD-ROMs, newspaper clippings, vertical file materials, title abstracts, photographs, letters, memoirs, and other original source documents, and electronic information on the Internet.

Patrons visiting the Genealogy and Local History Department are not allowed to check out most materials; however, some replaceable or nonessential materials may be checked out to patrons or are circulated via interlibrary loan with the provision that they are used on the premises of the borrowing library.

The focus of the collection is on United States genealogy, with particular emphasis on Howard County families, the migration pathways of past and current Howard County residents into and out of the County, 'how-to' materials, resource guides, and general resources, in addition to topics such as Quaker, African American, Native American, German and British genealogy, and passenger lists and immigration resources.

The local history collection is intended to preserve and make available materials of past, present, and future historical interest. The focus is on Howard County and the immediately adjacent counties of Carroll, Cass, Clinton, Grant, Miami and Tipton. Not included are regional and state materials unrelated to genealogical research, such as Indiana Codes, current census data, and current information. With the exception of a few artifacts for use for display purposes, realia are not collected.

First copies of purchased or donated materials of genealogical or local historical interest are placed in GLHD; additional copies may be placed in the circulating collections in other locations. Due to the research focus of the Department, materials are rarely discarded.

APPENDIX A

STANDARD REVIEW SOURCES

Booklist -- *"Booklist* is the premier source of book and media reviews for librarians, educators, and the general reader. It features concise, engaging, recommended-only reviews of new and recent library materials in a variety of formats for youth and adults. Quality and anticipated demand are factors for inclusion… Reviews contain critical evaluation of materials and point out limitations and weaknesses as appropriate… An essential resource for school and public librarians…"* (Adult, Teen, and Juvenile)

The Horn Book Magazine: about books for children and young adults --"The Horn Book Magazine is for anyone interested in literature—including fiction, nonfiction, poetry, and picture books—for children and young adults… [It] comprises commentary, articles, book reviews of selected new titles, and more… The Horn Book Magazine is recommended for school and public libraries…"* (Teen and Juvenile)

Kirkus Reviews -- "Kirkus publishes more than 500 book reviews each month, including fiction and nonfiction, and children's and young adult books. The reviews are written by specialists selected for their knowledge and expertise in their particular fields, and Kirkus editor assign a star to books of "remarkable merit"… An extremely useful collection development tool for public and academic libraries."* (Adult, Teen, and Juvenile)

Library Journal – "Library Journal's mission is to be a "one-stop source for the information needs of all librarians. Each issue contains letters to the editor, opinion pieces, library news, feature articles, interviews, and reviews of books, DVDs, and software…Recommended for all library professionals."* (Adult and Teen)

Publishers Weekly: – "PW informs publishers, sellers, agents, and librarians on the creation, production, marketing, and sale of the books in all formats. Focusing mainly on the U.S., issues cover industry news and book industry statistics, and provide critical reviews of print, audio, and e-books as well as in-depth author interviews. Regular bestseller lists…weekly columns, calendars of book-related events, advertisements, and classifieds provide a wealth of current information, but the signed book reviews are the

backbone of this weekly publication. Short and readable, these reviews critique each book and assign a star to notable titles…A core resource, especially for public libraries."* (Adult, Teen and Juvenile)

School Library Journal – "This monthly publication contains news, trends, and literature reviews relevant to librarians who provide services for children and young adults…Essential reading for all young adult and children's librarians."* (Teen and Juvenile)

* Summaries excerpted from *Magazines for Libraries, 2014,* created by Bill Katz

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APPENDIX B

2019 Indiana Code
Title 35. Criminal Law and Procedure
Article 49. Obscenity and Pornography
Chapter 2. General Provisions

35-49-2-1. Obscene matter or performance

Universal Citation: IN Code § 35-49-2-1 (2019)

IC 35-49-2-1 Obscene matter or performance

Sec. 1. A matter or performance is obscene for purposes of this article if:

(1) the average person, applying contemporary community standards, finds that the dominant theme of the matter or performance, taken as a whole, appeals to the prurient interest in sex;

(2) the matter or performance depicts or describes, in a patently offensive way, sexual conduct; and

(3) the matter or performance, taken as a whole, lacks serious literary, artistic, political, or scientific value.

As added by P.L.311-1983, SEC.33.

IC 35-49-2-2

Matter or performance harmful to minors

Sec. 2. A matter or performance is harmful to minors for purposes of this article if:

(1) it describes or represents, in any form, nudity, sexual conduct, sexual excitement, or sado-masochistic abuse;

(2) considered as a whole, it appeals to the prurient interest in sex of minors;

(3) it is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable matter for or performance before minors; and

(4) considered as a whole, it lacks serious literary, artistic, political, or scientific value for minors.

As added by P.L.311-1983, SEC.33.

APPENDIX C

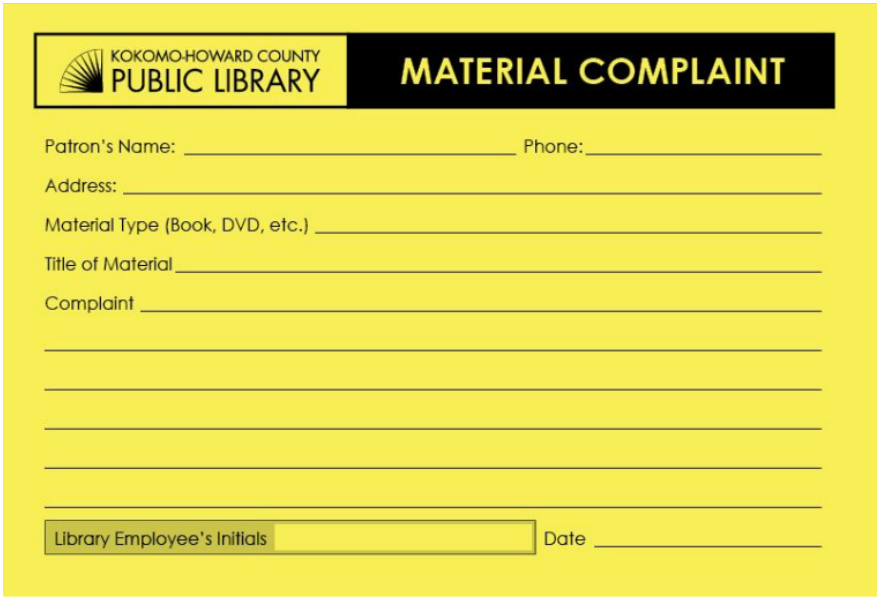
MATERIAL RECONSIDERATION POLICY & FORM

PROCEDURES

1. When a patron complains about a book or other material, the staff person must exercise judgment in determining what to do. Do not agree or disagree with their assessment of the book; just listen. Sometimes a patron merely wants to express an opinion and listening is all that is required.

2. When a patron seems to want to carry the matter further, the staff person should ask if the patron would like to speak to someone else about this book, DVD, etc. If the answer is yes, the employee should follow these guidelines.

Ask the patron to fill out the KHCPL MATERIAL COMPLAINT form shown here. Staff may also fill it out. Be sure to include staff initials and date on the bottom of the card. Send the card to the Director of Collection Management and Genealogy Services, along with the item when possible. If the patron includes a phone number, tell him/her that he/she will receive a phone call. A form is to be filled out for each item.


KOKOMO-HOWARD COUNTY PUBLIC LIBRARY

MATERIAL COMPLAINT

Patron's Name: _____ Phone: _____

Address: _____

Material Type (Book, DVD, etc.) _____

Title of Material _____

Complaint _____

_____

_____

_____

_____

_____

Library Employee's Initials _____ Date _____

3. The Director of Collection Management and Genealogy Services will contact the patron to discuss the complaint. They will explain to the patron that it is our policy to allow individuals to accept or reject materials for themselves, but to not impose their judgment upon others. Furthermore, the department head will remind the patron that the library serves a pluralistic community and library materials that are acceptable to one patron may not be acceptable to another. If the objection is that children will have access to inappropriate materials, the department head will explain that the responsibility for screening what a child reads, views, or listens to belongs to the parent or guardian. The department head may offer the patron a copy of the Collection Development policy.

4. If the patron is a KHCPL resident and wants to proceed further with the complaint, the Director of Collection Management and Genealogy Services will offer the patron a Patron's Comments on Library Materials form with an explanation of how to fill it out. The Director of Collection Management and Genealogy Services will notify the Executive Director and Chief Operating Officer that a formal complaint might be forthcoming and will retrieve all owned copies of the item in question. KHCPL will only consider legitimate complaints that come from someone in our community and service area. Complaints about formatting, such as font or font size, or the physical size of a book, are not considered legitimate.

5. Upon receiving a completed Patron's Comments on Library Materials form, the Director of Collection Management and Genealogy Services will it with the Executive Director and Chief Operating Officer. The Director of Collection Management and Genealogy Services, Executive Director and Chief Operating Officer will review the item in question to evaluate whether it complies with the Collection Development Policy. The Director of Collection Management and Genealogy Services will then respond to the patron in writing within 30 days (30 days per title). Necessary steps should be taken to ensure that the decision is shared with library staff and applied uniformly to all copies of the item in all locations.

6. Patrons wishing further discussion will be referred to the Executive Director, who will document the discussion.

7. Patrons may appeal to the library board after completing the preceding steps. The library board has the final authority. A title that has completed the review process will not be accepted for reconsideration again for a period of at least five years.

KOKOMO-HOWARD COUNTY PUBLIC LIBRARY

Patron's Comments on Library Materials

(Use additional sheets as needed)

Please complete the form and return it to:

Director of Collection Management and Genealogy Services
Kokomo-Howard County Public Library
220 N Union St
Kokomo, Indiana 46901-4614
khcpl@khcpl.org
Fax: 765.450.6290

Patron Information	Date: _____ Phone:_____ Name: _____ Address: _____ In what Howard County township do you reside or own property? __Center __Clay __Ervin __Harrison __Honey Creek __Howard __Monroe __Taylor Do you represent: _____ Yourself? _____ An organization or group? Organization or group name: _____

Material Information	Type of material (example: book, DVD, CD) _____ Author: _____ Title: _____ Publisher and date: _____ From what location did you obtain the work? _____ KHCPL Main _____ KHCPL South _____ KHCPL Russiaville _____ Bookmobile _____Home delivery

Please answer the following questions to the best of your ability. Thorough answers will assist the library evaluation.

How did this material come to your attention?

Have you read/viewed/listened to the entire work? _____ Yes _____ No

If not, which sections did you read/view/listen to?

What do you see as the theme or purpose of the work?

What did you find of value in the work?

What do you find objectionable about the work? (Please list specific pages or sections.)

What do you think might result from reading/viewing/listening to this work?

What material on this subject would you suggest for the library collection?

What would you recommend the library do about this work?

Additional comments:

_____ _____

Signature Date

Additional pages may be attached.