

Lindsborg Community Library

Collection Development Policy

Approved 04.26.22

1. Library Vision

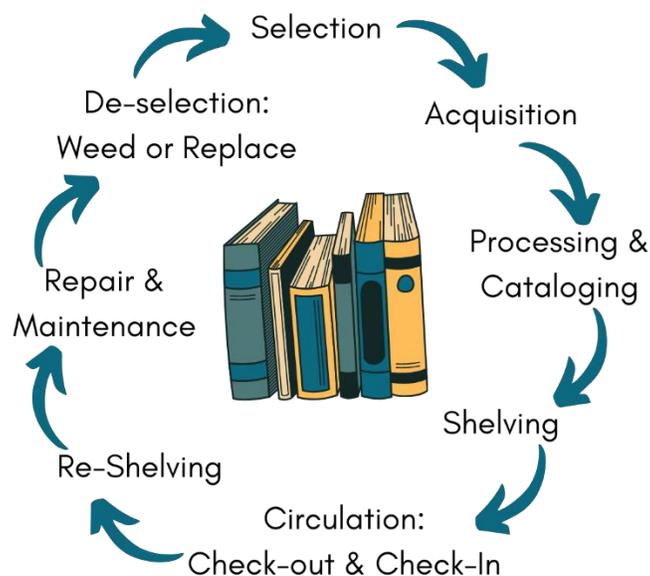
- a. The Lindsborg Community Library (LCL) fulfills our vision when we welcome community residents and visitors of all ages to be engaged in the pursuit of lifelong learning. LCL aspires to provide a high quality of library services, embracing literature, technology, and the arts for the purposes of education, enrichment, exploration, and enjoyment.

Within the scope of collection development, this means purchasing a variety of materials that, when assembled as a whole, create a collection that:

- i. Supports lifelong learning with accurate informational resources
- ii. Celebrates both Lindsborg's Swedish heritage and welcomes the diverse ethnic identities in our community and our world
- iii. Provides popular formats accessible to all ages from our youngest to our most elderly patrons
- iv. Promotes enjoyment of life through materials with excellent entertainment value

2. Collection Life Cycle

- a. The LCL Collection has a continuous life cycle through selection, acquisition, processing & cataloging, shelving, circulation, re-shelving, repair & maintenance, de-selection, and finally back to selection. This Collection Development Policy focuses on the Selection and De-selection portions of that life cycle.



3. Selection Responsibility

- a. The authority and responsibility for the selection and de-selection of library materials is delegated by the LCL Board to the Library Director and professional staff members under her supervision. All members of the community are welcome to recommend materials for inclusion in the collection; however, the final decision rests with the Library Director.

If funds are available and suggested items meet the criteria designated within the collection development policy, items may be considered for purchase.

4. General Selection Criteria

- a. LCL aspires to build a collection based on community needs and wants, intending to be a library community with “a book for every reader and a reader for every book.” Furthermore, LCL will aspire to build a collection that is unique and culturally significant to our community residents.
- b. Purchases are made to provide a variety of materials that appeal to the wide range of interests, information needs, reading abilities, and ages of the patrons LCL serves. Special emphasis is placed on providing accessible formats for our youngest babies and our most elderly senior citizens.
- c. Selection of library materials will be as objective as possible. Constraints considered will include space availability, ease of format, and budget.
- d. Selection of a work does not necessarily imply approval of the actions or ideas contained in that work. A work will not be automatically excluded from the library’s collection because of frankness of expression or differing beliefs.
- e. In general, LCL will include in its collection materials based on:
 - i. Current and anticipated patron demand
 - ii. Present and potential relevance to community needs
 - iii. Popularity of the author and/or publisher
 - iv. Acclaimed, recognized, or award-winning titles
 - v. Educational and instructional value
 - vi. Accurate and authoritative information
 - vii. Importance in cultural, historical, regional, and/or social significance
 - viii. Relationship to existing materials in the collection on the same subject
 - ix. Reputation of the vendor and replacement policies
 - x. Physical quality and durability of format
 - xi. Cost as related to estimated patron use

- f. Additionally, LCL will consider the following guidelines for recorded works:
 - i. Performance quality
 - ii. Dramatizations of works of classic and popular literature
- 5. Adult Collection
 - a. Materials located in the Adult collections include works of both fiction and nonfiction in traditional, large print, and audio book formats. DVDs in the Adult Collection include movies, television programs, and documentaries.
- 6. Juvenile Collection
 - a. Materials located in the children's area are aimed at children age 0-12. These include board books, levelled easy readers, picture books, and works of fiction in both traditional and audio book format. The collection also includes nonfiction books with a special emphasis on biographies. DVDs in the Juvenile Collection include age appropriate movies and television programs of popular interest among families and children.
- 7. Young Adult Collection
 - a. The young adult collection is primarily developed to fill a transitional need between the children's and adult collections. Teens may find additional materials of interest in both the juvenile and adult collection areas.

Materials located in the young adult area are aimed at youth, age 12-18, and include works of fiction in both traditional and audio book format.

- 8. Periodical Collections
 - a. LCL will subscribe to magazines that cover a range of subjects of educational value and recreational interest. Professional journals will not be purchased, due to the excellent professional databases available online through the State Library of Kansas. LCL will also subscribe to a selection of local and national newspapers.
- 9. Local History Collections
 - a. LCL maintains collections of local heritage and historical information. LCL will collect, preserve, organize, and make available suitable materials of historical, geographical, cultural, and genealogical relevance to Lindsborg, the Smoky Valley, and to Kansas in general. Materials of relevance to Sweden, with emphasis on Swedish-American immigration, will also be included.

The purpose of these collections is to provide materials for historical research to visitors, newcomers, students, and other interested members of the community.

10. Miscellaneous Collections

- a. Non-traditional library collections will be maintained for both circulation and use within the Library. These will include items such as activity kits, cake pans, games, puzzles, and more as needed for patron use.

11. E-Library Collection

- a. To meet the needs of patrons who enjoy downloadable formats, LCL will subscribe to e-Library services on behalf of our patrons. Selections made on behalf of LCL as part of the Sunflower Library Consortium on the Overdrive/Libby platform have been delegated to the Sunflower eLibrary Administration (SEA) of Kansas. Due to the different e-Library model used, selections made on behalf of LCL on the Hoopla platform are made directly by LCL patrons.

12. Intellectual Freedom

- a. LCL is committed to providing a library collection free from censorship and suppression. The choice of library materials by users is an individual matter to be determined by each adult patron. In the case of minor patrons, LCL does not stand in loco parentis and leaves the responsibility of guiding a minor's selections to their parents and legal guardians.

While a person may reject materials for their self and/or their children, they cannot exercise censorship to restrict access to materials for others. At LCL, we aspire to be a library community that has "a book for every reader and a reader for every book."

13. Challenges to Materials in the Collection

- a. The America Library Association (ALA) Bill of Rights Article I states "Materials should not be excluded because of their origin, background, or views of those contributing to their creation." Article II further states "Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Librarians are receptive to comments regarding the collection and discussing the concepts outlined in this collection development policy. Citizens wishing to formalize a complaint regarding an item in the collection will be referred to the Library Director. LCL will follow a standard procedure for handling challenges regarding library materials as outlined in the Challenged Materials Procedure.

14. Gifts and Donations

- a. LCL desires all members of the community to feel welcomed and included within our library community. One result of this desired library culture is that patrons may wish to donate materials in support of the Library.

All members of the community are welcome to donate materials for inclusion in the collection. If the donated items meet the criteria designated within the collection development policy, it may be accepted. However, the final decision rests with the Library Director and, by extension, the LCL Board.

Upon donation, materials become the property of LCL and enter into the life cycle of the collection along all other materials. Materials donated with conditional use stipulations cannot be accepted.

- b. Monetary donations can be made if a patron desires to see a specific item added or wishes to have a set amount spent either where most needed or towards a section of library collections the patron particularly enjoys. To make this type of donation, contact the Library Director to proceed.
- c. In-kind gifts of books, periodicals, DVDs, and other items are also accepted. These items are sorted for inclusion in Library collections, the Used Book Store, Friends of the Lindsborg Library (FoLL) Book Sale, or New Leaf Book Mercantile (an online book store benefiting the Union Rescue Mission in Wichita). To make this type of donation, contact the Library Director or Used Book Store Manager with any questions on how to proceed.
- d. LCL cannot accept textbooks, encyclopedias, VHS tapes, or cassette tapes. Items with significant damage, including but not limited to damage caused by mold, water, or pests, cannot be accepted.

15. Interlibrary Loan Services

- a. Since no individual library has the resources available to meet all patron needs, interlibrary loan service (ILL) is also provided. This supplements and greatly expands local collections, removes geographic barriers, and is essential to libraries of all types and sizes.

LCL participates in the Kansas statewide ILL program to provide a full range of access to information to our patrons. LCL also fully supports partner libraries by supplying materials for ILL use by their patrons.

16. De-selection / Weeding

- a. In response to the changing needs of our community, LCL regularly evaluates collections through the systematic weeding and replacement of materials. This requires skill, care, time, and knowledge of the materials to be discarded. Librarians will generally weed materials under the following circumstances:
 - i. Materials in poor condition
 - ii. Obsolete formats
 - iii. Space considerations
 - iv. Unnecessary duplication
 - v. Poorly or under-circulated materials.

These titles are removed so that Library shelves remain neat and attractive with plenty of room for newer titles of current interest to be added to LCL collections.

- b. Additional guidelines for weeding will include following the CREW weeding method, with consideration that LCL is classified as a Service Center II Library (population 2,500 – 10,000) and can be less strict than the exact numbers recommended. Materials that are MUSTIE (**M**isleading, **U**gly, **S**uperseded, **T**rivial, **I**rrelevant, or **E**asily Found Elsewhere) will be considered candidates for replacement or weeding.

These criteria are by no means a comprehensive list. The Library Director will make the final judgment of materials to be withdrawn. Weeded materials will be sorted for the Used Book Store, FoLL Book Sale, New Leaf Book Mercantile, or other donation as appropriate.

17. Conclusion

- a. This Collection Development policy has been created to inform the public on the scope and nature of the collection. The goal of LCL is to create a useful, relevant collection that serves the community well. Comments and questions regarding the policy may be directed toward the Library Director.

Drafted with guidance from Making a Collection Count: A Holistic Guide to Library Collection Management (2nd Edition) by Hibner & Kelly, 2013.