

Mulvane Public Library

Collection and Services Development Policy

Board Approved July 11th, 2022

This policy serves as a guide for staff when selecting materials and offering services. Additionally, this policy educates the public about the process and principles of collection and service development in public libraries.

A. Introduction

The mission of the Mulvane Public Library is to provide a well-balanced collection of materials and services for patrons of all ages for personal enrichment, enjoyment, and educational needs. The Library is dedicated to promoting literacy and lifelong learning within the community.

The Mulvane Public Library is organized under the laws of Kansas and authorized under K.S.A. 12-1219 et seq.

“...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other materials and equipment deemed necessary by the board for the maintenance and extension of modern library services;”

The staff must select materials and offer services reflecting the totality of patrons’ needs in the community, rather than the employee’s particular view or interest. Materials and services should not be excluded because of race, sex, nationality, political, ethical, or religious views of the writer or artist. “Materials and services” may include programs, speakers, displays (readers’ advisory), online databases, office-related tasks (printing/copying/faxing), technology access, museum passes, as well as the physical collection.

The Collection and Services Development Policy is subject to constant change, and written guidelines cannot supplant the good judgement, professional knowledge, and experience of the staff.

B. Objective of Selection and Development

The Mulvane Public Library strives to meet the needs of our service level as outlined in the Public Library Standards for Kansas. Currently, the Mulvane Public Library is a Major Service Center I, which serves a population of 2,500-10,000. At this level, the Library provides broad subject coverage of popular and informational materials and services in a variety of formats for patrons of all ages. As needed, the Library supplements its materials and resources through the South Central Kansas Library System, the Kansas State Library, Interlibrary Loan System, and the Kanshare Library Consortium.

The goals of the Mulvane Public Library's collection and services are:

- Reflect the mission of the Mulvane Public Library
- Meet the informational and recreational needs of the community
- Address literacy issues within the community
- Supplement both formal and informal study
- Reflect a variety of opinions, both majority and minority
- Support economic, cultural, recreational, and civic activities in the community
- Enhance job-related knowledge and skills
- Increase knowledge and participation in the affairs of the community, state, country, and the world
- Raise awareness and visibility of the Library in the community
- Connect program attendees to the Library collection
- Expand the Library's presence as both a cultural and a community center

C. Responsibility for Selection and Development

The Mulvane Public Library Board of Trustees delegates the selection of materials and the development of services to the Library Director. The general public may also recommend items for purchase and potential service needs, including program or display topics. However, it is ultimately the responsibility of the Director and staff, who operate within the framework of the policies and budget, to determine the scope of the Library's offerings.

D. Selection and Development Criteria

- Adheres to the Library Bill of Rights and Freedom to Read and View Statements (Appendix)
- Individual merit of the material and/or service
- Compliments existing materials and/or services, and is within budget
- Contemporary significance or provides permanent value
- Authority and reputation of the author, publisher, organization, business, and/or speaker
- Format, level, and/or topic is suitable for intended audience
- Meets the needs of the individual and the community- those which are expressed and those which are basic and universal, whether expressed or not
- Accuracy and general quality of work
- Price, format, and ease of use
- Availability of material and/or service elsewhere in the community
- Current or most up-to-date version or presentation
- Provides multiple points of view on controversial or debatable subjects
- Popular demand, award-winning, or best-selling material and/or service
- Local interest
- Materials or service is trending in other public libraries
- Self-published items for the materials collection must be approved by the Library Director

E. Scope of the Collection and Services

1. Physical Collection

- Fiction

The Library recognizes the importance of fiction and the need to satisfy differing tastes, purposes, interests, and reading levels. The Library chooses not only distinguished, well written novels, but also popular books in all categories of fiction- humor, satire, classics, mystery, adventure, romance, science fiction, western, fantasy, etc.

- Non-Fiction

It is the goal of the Library to provide a non-fiction collection, which will be relevant to the needs, interests, and activities of the Mulvane community. All backgrounds, abilities, and levels of education identifiable will be taken into consideration as materials are selected.

- Young Adult (Teen)

The Library's teen collection specifically serves youth, ages 12-18 or grades 6-12. The age range, current literary trends, popularity, and local youth interest drive the purchasing for this collection. The goal of this collection is to keep teens reading and connected to the Library throughout their adolescent years.

- Youth

The Mulvane Public Library hopes to instill in youth, ages 0-11, an enjoyment of reading for pleasure and information by selecting materials to meet their particular and potential needs, interests, and abilities. Books of interest to caregivers and parents may be included in this collection as well.

This collection has additional criteria for selection:

Materials may be chosen to compliment the local school district's collection

Textbooks and curriculum materials will not be considered

Suitability of subject matter or story for the intended audience

- Reference

The Library maintains a small collection of reference materials. The aim of the reference collection is to make general information available both at the physical library and online. The selection of reference materials is based upon subject coverage, timeliness, affordability, and usefulness.

- Kansas/Genealogy

The Library strives to maintain a collection related to area history and genealogy. Materials (primarily books and microfilm) contribute to the knowledge of local, state, and regional history both past and present.

Note: Items that the Library is unable to keep and maintain are gifted to the Mulvane Historical Museum.

- Activity Packs

The Library maintains a small collection of activity packs for loan. A portion of the activity packs are shelved in the youth area. These packs contain books and resources geared towards young children. Additional packs, called Community Explorers, are available at the information desk. These packs are geared towards all ages and often contain museum passes.

2. Digital Content

The Library's digital collection continues to expand, but currently includes both online databases and downloadable materials (audio and ebook). These collections are primarily maintained through vendor subscriptions, the South Central Kansas Library System, and the State of Kansas Library. The selection of these materials varies based on statistics, reports, and patron demand.

3. Services

The Library offers a large assortment of services, including, but not limited to:

- Printing, copying, and faxing
- Readers' advisory displays
- Notary
- Meeting spaces
- Wifi and computer access
- Microfilm reader
- Test Proctoring
- Homebound Delivery
- Technology Assistance
- Programs

F. Access to the Collection and Services

The Library's collection and services are available to all members of the public. However, the loaning of the materials collection is restricted to library card holders.

The Library's offerings are accessible to people of all ages, so parents/guardians must consider what is appropriate for their own family and be responsible for their minor's access to the collection and services at the Mulvane Public Library.

For specific loaning rules, please review the Mulvane Public Library Circulation Policy.

G. Collection: Format of Materials

The format of library materials is constantly changing. The Library strives to meet the needs of the community by providing multiple formats that engage patrons with different literacy needs, abilities, and interests.

- Print: Hardbacks, paperbacks, graphic novels, large print, magazines, and newspapers
- Audio: Books on CD and audio devices
- Video: DVDs
- Digital: Online databases and downloadable content, including audio and eBooks
- Equipment: Laptops and eReaders

H. Collection: Interlibrary Loan of Materials

The Library cooperates with the State of Kansas Library and the regional library systems to provide Interlibrary Loan as an essential service to library patrons. The Library abides by the Interlibrary Loan in Kansas: Overview and Best Practices Policy and any policies passed by the Kansas ILL Circuit Council.

Interlibrary Loan is not a substitution for collection development. It is used to provide essential materials for unusual situations and to make available those materials that cannot be added to the collection because of space and budget.

Fees are not charged for Interlibrary Loan within Kansas as it is part of our cooperation agreement.

I. Collection: Weeding

The collection is systematically weeded to eliminate unnecessary items that are outdated or superseded materials, no longer of interest or in demand, duplicates, only available in a discontinued format, and/or worn or damaged from use and age. Weeding is a task that takes skill, care, time, and knowledge of the materials to be discarded. Criteria used to remove materials from the collection are the same as those used to select materials.

Weeded materials may be given to the Friends of the Library for their annual book sale, which funds additional services and materials for the Mulvane Public Library.

J. Collection: Preservation

The Mulvane Library is committed to providing physical and environmental care to the materials in the collection. Through dusting, proper shelving, cleaning, minor mending, and adequate storage, the Library helps protect the materials from damage and deterioration to the best of our ability.

The Library does not have the space or funds to act as an archival collection, so no substantial efforts will be made to retain or preserve rare or out-of-print materials. Local history items of value and/or in delicate condition will be given to the Mulvane Historical Society for care and preservation.

K. Services: Programs

Programs are an important part of the services a public library offers a community. Programs often expand the learning gained through the collection. With this in mind, Library programs will be developed with consideration for the principles of accessibility, equity and inclusiveness, and will further contribute to the Library's welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

The library philosophy of open access to information and ideas extends to programming. Library programs are free and open to the public (library card not required); however, registration may be required for planning purposes or when space is limited.

Like the materials collection, some programs may be developed for a particular audience, i.e. attendees should be within the appropriate age group such as children or teens, or may require an accompanying adult. All program participants must comply with the Library's Code of Conduct Policy. The Library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such. The responsibility for youth attendance at a Library program rest with their caregivers.

Library programs must have a special educational, informational or cultural value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the library.

Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates may be offered.

Programs will not be offered or approved that endorse or oppose a specific religion. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library patrons.

The Library may draw upon other community resources when developing programs and may actively partner with other community agencies, organizations, businesses, educational and cultural institutions or individuals to develop and present co-sponsored public programs.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Performers and presenters will not be excluded from consideration because of their origin, background or views, or because of possible controversy. The Library may conduct reference checks in advance of contracting with the performer or presenter to ensure quality standards.

Organizations or individuals collaborating with the Library on programs must coordinate marketing efforts with the Library's staff.

Assessments of the effectiveness of Library programs are based on attendance and audience satisfaction. Other evaluation criteria include attraction of new patrons to the Library, the promotion of Library goals, and program evaluation forms.

L. Procedure of Implementation

Selection Aids: It is not possible to personally review every item published or produced that becomes part of the Mulvane Public Library's collection or services. However, staff members browse and review professional journals and resources, which aid materials selection and services development. The staff also shares and receives recommendations from other libraries, especially in regards to services, including programming.

Replacement Copies: A replacement is an item purchased to replace an identical title previously in the collection. The need for a replacement is judged by the number of copies available both in the Mulvane Public Library and the Kanshare Consortium, online and in other ILL lending libraries, if a copy is lost, missing or damaged, how many items are owned on the subject, the date of publication, if it is part of a series that continues to circulate, the title's popularity, and the cost to replace the item.

Recommendations: The Library welcomes suggestions and recommendations from the community. However, all recommendations are evaluated by the Selection and Development Criteria listed above. If the material does not meet the criteria, the item may be available through Interlibrary Loan instead.

M. Censorship and Controversial Material

The Mulvane Public Library recognizes the diverse nature of its community and the varied backgrounds and needs of all citizens. It also recognizes that some materials and services may be considered controversial or offensive. Again, "materials and services" may include programs, speakers, displays (readers' advisory), online databases, office-related tasks (printing/copying/faxing), technology access, museum passes, as well as the physical collection. However, it is not the Library's responsibility to practice censorship, so no library materials or services will be excluded from the Library's offerings due to race, sex, political, social, and/or religious views. Selection and development for this Library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material and services in relation to the building of the collection and to serving the interests of the

patrons and community. All patrons are free to select or reject materials and services for themselves, but censorship cannot be exercised on others.

Selection and development is based on the criteria given through this policy and does not represent an endorsement by the Library of any theory, idea, or lifestyle. Processing, shelving, marketing, and/or displaying of the Library's offerings in no way reflects the judgement of the materials and services. Additionally, labeling of materials is not required, but is used as a readers' advisory tool for patrons.

With respect to the use of library materials and services by children, the decision as to what a minor may read, view, utilize, and/or attend is the responsibility of the parent or guardian. Selection and development will not be inhibited by the possibility that materials and services may inadvertently come into the possession of minors.

Individuals or groups objecting to any portion of the Library's collection and services may initiate a formal review by filling out a Request for Reconsideration form. Upon receipt of the completed form, a review committee consisting of the Library Director, one Trustee, and one additional staff member will do the following:

1. Read, view, listen, and/or review to the material or service
2. Read available professional reviews as well as any customer feedback
3. Research how other libraries handle the material or service in question
4. Weigh value of material and service as a whole, and not on passages or portions pulled out-of-context
5. Review Collection and Services Development Policy for guidance
6. Prepare feedback for Trustees to review at their next regularly scheduled meeting

The final decision rests with the Library Board of Trustees. After the review is complete, the patron will be notified of the Trustees' decision.

Once the Board has made a decision on a specific material or service this judgement will remain in place for 5 years. Any future requests for reconsideration within the 5 years on the same item or topic will not be reviewed by the Board. Instead, patrons will be notified of the Board's decision currently in place, including the date when a request for formal review could be made again.

Board approved August 1st, 2016, and amended February 11th, 2019 and February 14th, 2022.

Appendix

American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996; amended January 29, 2019.

American Library Association's Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further,

democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

**American Library Association
Association of American Publishers**

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Mulvane Public Library

Request for Reconsideration of Materials and Services

Title/Service: _____
Author/Speaker: _____
Publisher: _____
Format: _____ (book, audio, magazine, DVD, eContent, other)
Date of Checkout, Access, or Service: _____

Name of Person Making Request: _____
Address: _____
City/State/Zip: _____
Library Card #: _____
Is Mulvane your home library? _____
Telephone: _____ Email: _____

To help the Library better understand your concerns, please answer the following questions on this form. Use additional paper if necessary.

1. How did you encounter and/or find this specific material or service?

2. What do you find offensive or objectionable? (Please be specific. If a book, identify pages and passages.)

3. Did you read, examine, and/or review the entire material or service? If not, what parts did you read, examine, and/or review?

4. What do you feel might be the result of exposure to this material or service?

5. For what age group would you consider this material or service to be appropriate?

6. What do you believe is the theme of this material or service?

7. What would you like the Library to do about this material or service? (Please be specific.)

Please Sign: _____
Name Date

Library Administration Only:

Library Received Date: _____ Board Meeting Discussion Date: _____

Review Committee Members: _____

Board Meeting Outcome: _____

Patron Informed in Writing Date: _____