

## Kaukauna Public Library Collection Development Policy

The Kaukauna Public Library selects materials and develops collections in many different formats in order to provide patrons with a wide range of informational, recreational, and educational resources. The library will acquire materials for all ages reflecting the full diversity of points of view on topics of interests to the public, congruent with the Library Bill of Rights and the American Library Association Freedom to Read Statement. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions.

Library collections are developed and maintained by professional librarians who focus on meeting the needs and interests of their patrons, and purchasing titles using profession tools including, but not limited to the following: trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. *Library staff is not able to read, watch, or listen to every item added to the collection. Librarians rely on the above stated professional tools when purchasing, however at times, such tools may be limited or unavailable for certain materials.* The selection of materials may be influenced by budgetary considerations, popular demand, relevance to community needs or current events, format, availability in other libraries, collection needs in subject area, languages spoken in the community, physical durability, reputation, *disinformation, stereotyping, bias*, treatment of subject intended for audience, *and credible sourcing*. Purchase suggestions from library patrons are welcomed and are given serious consideration. Self-published works will be evaluated on a case-by-case basis; the library will not add unprofessionally bound items into the circulating collection.

A balanced collection reflects a diversity of materials, not necessarily equal in number. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue and foster a climate of intellectual freedom. Responsibility for borrowing lies solely with the borrower; library staff cannot act in loco parentis. Individuals may object to the inclusion of a specific title and may file a Reconsideration of Title form, *please see Reconsideration of Title Policy*.

*The Library will not segregate or make inaccessible circulating materials based on content. The Library may at times safeguard circulating materials that are costly (i.e. laptops and hotspots), easily broken (i.e. ukuleles), or that have many pieces that could easily get lost while played with in the facility (i.e. STEM kits). The library will only mark materials with core learning concept (i.e. shapes, numbers, and alphabet), genre, reading level, or library specific location identification tags and stickers. The library does allow for memorial material donation nameplates within materials; please see Gifts and Donations Policy.*

The library welcomes donations of materials with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. All donations of library materials are subject to the library's Gifts and Donations Policy.

The library collection will be kept attractive and current by consistent repair, discard or replacement of items after consideration of physical condition, currency of information, lack of use, and availability of new editions or higher quality titles on the same subject.

### **The library currently offers the following collections:**

Board Books: The board book collection features thick, durable books for babies and toddlers, *focusing predominantly, but not wholly, on age's birth through age three*. Board books are selected for developmental growth, however, some publishers may print picture books in board format only, which

*may be selected and placed in a board book collection based on its binding. Board books are also often recommended for preschool and school age children that are learning to read as they often feature the best text to image associations and few words.*

**Picture Books:** The picture book collection is intended for ages birth to grade three. Picture books are traditionally enjoyed as a read aloud; however, picture books can also be appropriate for beginning readers in some circumstances as well as older readers.

**Browser Bin:** The library recognizes the role television, franchise, and movie characters play in the lives of young children. The library selects these high interest popular picture books and early readers, and collects them in a special browser bin for ease of selection.

**Early Readers:** The early reader collection includes books on the shelf as well as small paperback reader kits. This collection is intended for preschool through a second grade reading level. The collection includes guided reading levels A-M.

**Early Chapter Books:** The early chapter collection includes chapter books intended for those reading at a second through fourth grade reading level. The collection includes leveled readers L-S. The library bridges collections to ensure a smooth transition from one reading level to another.

**Child Fiction:** The child fiction collection is intended for those reading at a fourth through eighth grade reading level. The library bridges collections to ensure a smooth transition from one reading level to another.

**Child Graphic Novels:** This collection features both comic books and graphic novels for preschool through eighth grade. The collection includes both fiction and nonfiction titles.

**Teen Fiction:** The teen fiction collection is intended for those reading at a sixth through twelfth grade level. The library bridges collections to ensure a smooth transition from one reading level to another.

**Teen Graphic Novels:** This collection features both comic books and graphic novels for sixth through twelfth grade. The collection includes both fiction and nonfiction titles.

**Children's Media:** The library collects children's media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth preschool through eighth grade.

**Teen Media:** The library collects teen media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth in grades sixth through twelfth.

**Child Kits:** The library includes a wide variety of informational, recreational, and educational kits. They are intended for youth preschool through eighth grade.

**Library of Things Collection:** The library circulates a number of non-print or media items including laptops, hotspots, tablets, musical instruments, and other kits intended for adult and family use.

**Adult Fiction:** Adult Fiction Collections are organized into subgenre collections.

*General Fiction* - includes but not limited to, subgenres of humor, historical fiction, horror, literary fiction, sports fiction and realistic fiction

*Mystery/Suspense*  
*Romance*  
*Inspirational*  
*Fantasy/Science Fiction*  
*Western*  
*Graphic Novel*

Adult Large Print: The adult large print collection includes all fiction genres as well as nonfiction titles.

Braille Collection: The braille collection features books for all ages.

Adult Media: The library collects adult media in formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames.