

# **Kegoayah Kozga Public Library's Collection Development Policy**

## **Purpose of Collection Development Policy**

The purpose of the collection development policy is to guide the library staff in the selection of materials, and to inform the public about the principles upon which the library's collection is developed and maintained. The purpose of the policy is to select, procure, organize, retrieve and develop the use of print and electronic materials in organized collections for the educational, cultural and recreational needs of library patrons without distinction as to age, race, religion, sex or color and in accordance with the American Library Association's Code of Ethics to read go to [www.ala.org](http://www.ala.org).

This policy will be reviewed every three years by the Library Director and updated as needed.

## **Selection Responsibility**

Operating within the framework of policies approved by the Nome Common Council and/or the Museum and Library Commission, ultimate authority for materials selection rests with the Library Director of the Kegoayah Kozga Public Library. All library staff assist with collection management and work collaboratively with each other and library patrons to support collection development and management. The Library Director recognizes the responsibility to provide material representing diverse points of view. The Kegoayah Kozga Public Library subscribes to and supports the American Library Association's Interpretation of the Library Bill of Rights Article I and the American Library Association Freedom to Read can be found at the American Library Association's website [www.ala.org](http://www.ala.org). All Library staff actively work to diversify the collection and subscribe to the following Library Bill of Rights (as can be found at the American Library Association's website [www.ala.org](http://www.ala.org)):

## **Acquisitions**

Purchased materials will be acquired through the City of Nome purchasing procedures, following the guidelines of this Collection Development Policy. Donations/gifts can be accepted but fall under the same selection criteria as purchased materials.

## **Selection Criteria or Guidelines for Selection**

All materials are judged on the basis of the work as a whole, not on a part taken out of context. Each will be considered in terms of the audience for whom it is intended. Materials are selected in accordance with one or more of the following guidelines (not in order of priority):

Artistic, literary, historic, cultural, recreational, informational, scientific merit, and/or are of educational value equally representing all members of our community.

Availability of shelf space

Price, in relation to total budget

Availability of material and availability of material in format required

Awareness of significant new trends in literature, technology, and formats such as the Alaska Digital Library

Clarity and accuracy of information and/or presentation representative of marginalized and underrepresented groups.

Community requests and/or anticipated popular demand and direct requests from community organizations such as Battle of the Books and curriculum enrichment

Relevance to early literacy

Format and durability and condition of library material

Relationship to existing materials in collection such as books in a series

Relative importance compared with other materials available on the subject

Book lists and awards such as the American Library Association recommendations

## **Collection Goals**

To promote literacy, growth, language exposure and to encourage a lifelong love of reading, the library will maintain a diverse collection of fiction and non-fiction materials to create the broadest array of topics and opinions possible in the following areas:

- Books including popular, classics, current, and high interest at a variety of reading levels.
- Alaska and Local History and Local Cultural Collection where materials regarding the Seward Peninsula, the Nome Census Area and Nome are a special priority.
- Magazine Collections chosen to cover a diverse variety of current interests
- Media Collection of both entertainment and informational media, including audio books and music as well as audio visuals such as Blu-ray and DVDs.

## **Responsibility of Parents and Guardians**

Responsibility for what is used, viewed, or borrowed from the Library's collection by minor children rests with their parents and legal guardians. Selection of adult materials is not restricted by the possibility that these materials may be accessible to minors. The Library encourages parents to be involved with their children's reading and library use and will work with parents to find materials they deem appropriate for their children.

## **Inter-Library Loan**

In situations where the library is unable to fulfill a patron's request, the library will make every effort to assist the patron in obtaining the material through the Inter-Library Loan process.

## **Collection Evaluation and Weeding of the Collection**

In order to assure that the library is fulfilling its responsibility to provide materials to meet community interests and needs, statistical tools may be used to determine how the collection is being used and how it should change. Periodic weeding of the collection may be necessary.

## **Suggest a Purchase**

The Library welcomes suggestions from the community for possible purchase of materials. All suggestions are given serious consideration. Suggestions are considered by the same criteria as all other materials purchased for the Library.

## **The General Book Collection is Organized as:**

Board Books, Easy Reading Fiction, Easy Reading Non-Fiction, Young Adult Fiction, Young Adult Non-Fiction, Young Adult Fiction Graphic Novels, Young Adult Non-Fiction Graphic Novels, Juvenile Fiction, Juvenile Non-Fiction, Juvenile Fiction Graphic Novels, Juvenile Non-Fiction Graphic Novels, Alaska Juvenile Fiction, Alaska Juvenile Non-Fiction, Adult Fiction, Adult Non-Fiction, Alaska Reference, Reference, and Old/Rare Books.

## **Supporting Documents**

The following are supporting documents for the Kegoayah Kozga Public Library's Collection Development Policy:

The Library Bill of Rights

The Freedom to Read Statement

The Freedom to View Statement

American Library Association Code of Ethics

Diverse Collections: An Interpretation of the Library Bill of Rights

## Complaints about Library Materials and Reconsideration

When a patron objects to the content of a specific book or other materials in the collection, the patron must receive an equitable and serious response from the Library Director. Concerned patrons must be informed of the library's collection development policy and the Library Bill of Rights to read go to [www.ala.org](http://www.ala.org).

Library material in question will not be removed, or access to the material in questions limited, unless an official determination to do so has been made.

The following steps may be taken when a complaint occurs:

1. A discussion between the patron registering the complaint and the Library Director should be arranged to hear the objections and explain why and how the material was originally selected. The library procedure for handling complaints should also be explained.
2. If the patron is not satisfied with the informal discussion, the Library Director should provide the patron with the "Statement of Concern about Library Materials" (see form on the following page).
3. When a formal complaint is received, the Library Director will notify the City Manager and provide the City Manager with a copy of the complaint and any relevant details.
4. Refer the complaint to the Museum and Library Commission for review and re-evaluation of the material in context of the Library's collection development policy.
5. Notify the patron of the recommendation made by the Museum and Library Commission.
6. If the patron is not satisfied with the recommendation from the Museum and Library Commission, they may file a written appeal to the Nome Common Council for further consideration in a public hearing.
7. The Alaska State Library will be notified regarding the initial complaint and action taken.

## Kegoayah Kozga Public Library

### Statement of Concern about Library Materials

This form has been provided to you by the Library Director for a formal review of the materials listed. Please submit this completed form to the Library Director or mail it to:

Library Director  
Kegoayah Kozga Public Library  
P.O. Box 1168  
Nome, AK 99762

When received, the City Manager will be notified and your request for a review will be submitted to the Museum and Library Commission for review. You will be notified immediately of the Museum and Library Commission's recommendation and given an explanation for that decision.

Name\_\_\_\_\_ Date\_\_\_\_\_

Address\_\_\_\_\_ City \_\_\_\_\_ State\_\_\_\_\_ Zip \_\_\_\_\_

Telephone\_\_\_\_\_ E-mail address \_\_\_\_\_

Please list below all materials on which you are commenting. Include titles, names of authors, dates and types of material whenever possible.

Please comment on specific matters which concern you. (use other side if needed).