

KASSON PUBLIC LIBRARY
Collection Development Policy

Kasson Public Library's goal is to provide all members of the community with carefully selected books and materials to assist the individual in the pursuit of education, information, research and the creative use of leisure time, and to stimulate children's interest in and appreciation of reading and lifelong learning. The Collection Development Policy is used by the library staff in the selection of materials.

Selection:

The library has adopted and declared that it will abide by the American Library Association's Library Bill of Rights, as well as the freedom to Read and Freedom to View Statements (see Appendix), and these are integral parts of this policy.

The library recognizes that its patrons have diverse interests, backgrounds, cultural heritages, social values, political views and needs. All patrons are free to reject for themselves any materials which do not meet their approval, however this freedom does not include the right to restrict the freedom of others to read them.

The library does not restrict the selection of materials because of the possibility that some minors may obtain materials that their parents/guardians consider inappropriate. It is the responsibility of parents/guardians to advise their children in the selection of and access to materials. The library has a professional obligation to provide equal access to all library resources for all library users.

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Library Board. This responsibility may be shared with other staff members however, the director has the authority to select or reject any item contrary to the recommendations of the staff.

Selection will be made by examining reputable reviews in publications such as *Library Journal*. Main points considered in the selection of materials are:

- Individual merit of each item
- Suitability of physical format for library use
- Current and anticipated needs of the public
- Nomination or receipt of any literary awards
- Existing holdings
- Budget

Interlibrary Loan:

Because of limited budget and space, the library cannot provide all materials that are requested. Interlibrary loan is used to obtain materials from other libraries that are beyond the scope of the library's collection.

Kasson Public Library participates both as a lender and a borrower in the SELCO regional library system's interlibrary loan as well as the statewide MNLink interlibrary loan system.

Gifts and Donations:

The library welcomes gifts and donations of books and other materials with the understanding that they will be added to the collections only if appropriate and needed. If they are not needed because of duplication, condition or dated information, the staff will dispose of them, which may include being placed into the book sales of the Friends of the Library. The same criteria of selection applied to newly purchased acquisitions are also applied to gifts. If requested, a receipt will be given indicating the number of donated items, however, no values can be assigned. Money donated for the purchase of library materials or equipment may be acknowledged by a letter of thanks, a book plate, label or sign identifying the donor.

Collection Maintenance:

The library collection is maintained through a continual repair, withdrawal and replacement process. Replacement of items is dependent upon demand, usefulness, more recent acquisitions, and availability of newer items. This ongoing process of de-selection will be at the direction of the director. Withdrawn books may be donated to the Friends of Kasson Public Library for book sales. The proceeds from these book sales are used to benefit the library.

Challenged Materials:

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Registered patrons of Kasson Public Library may request that a material be withdrawn by completing a "Request for Reconsideration of Materials" form which is available in the library. The director will respond in writing to the patron. The patron may appeal the director's decision to the Library Board, if the appeal is done in writing and presented 10 days in advance of the next scheduled Library Board meeting. The decision of the Library Board will be final, and will be based on careful review of the objection, the material and library policies.

Kasson Public Library Board of Directors

Approved: January 12, 2021

Request for Reconsideration of Library Material

If you wish to request reconsideration of a library material, please return the completed form to:

Kasson Public Library Director
607 1st Street NW
Kasson, MN 55944

Material on which you are commenting:

Title: _____

Author: _____

Publisher: _____ Publication date: _____

Your name: _____ Kasson Library Card Number: _____

Phone number: _____ Address: _____

Are you requesting for yourself: _____
or an organization: _____ List organization: _____

1. What in the item did you object to? (Please be specific; list pages.)
2. Did you read, view or listen to the entire item?
3. What do you feel might be the result of reading this?
4. What is the theme or purpose of this item?
5. What is the positive value of this item?
6. What do you feel the library should do with this item?
7. Are there resources you suggest to provide additional information on this topic?

Signature: _____ Date: _____