

Service and Administration Policies  
Kirkwood Public Library

**ARTICLE V.**

*Collection Development Policy  
Of The Kirkwood Public Library*

*Revised and Approved by Board of Trustees December 15, 2010*

*Revised and Approved by Board of Trustees October 17, 2018*

Guided by our mission to inspire a lifelong commitment to learning and creativity, for a more prosperous and connected community, your Kirkwood Public Library strives to create and display a collection that is representative not only of our local community, but also of the wider world.

The following document outlines the collection practices of the Kirkwood Public Library from acquisition to withdrawal. The Library values and looks to support all patrons collection needs without prioritizing any one patron's desires or preferences over another.

We welcome your input and feedback on our collections; they are meant for you.

**Section 1. Objectives** — The following bullet points outline the major objectives of the Kirkwood Public Library's collection development plan:

- To provide materials that inform, educate, entertain, and enrich patrons within Kirkwood and neighboring communities.
- To maintain, within budgetary constraints, a general collection of reliable, current and popular materials.
- To provide representation of all viewpoints and voices in the collection.
- To collect both notable and popular items in order to meet demonstrated needs.
- The collection will be kept relevant by practicing ongoing collection management, using output measures, reports from the automated library system and other data for continuous collections evaluation.
- To provide copies of items in a variety of accessible formats.

**Section 2. Materials Selection Plan**

Library collections, in a variety of material formats, should include a full range of viewpoints and experiences, serving the needs of all members of the community. Historically, diverse authors and viewpoints have not been equitably represented in the output of many mainstream publishers and other producers. It may require extra effort to locate, review, and acquire those materials.

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**A.** The public library is unique among institutions as an unbiased repository for the recorded expression of thought. It must, therefore, accept responsibility for providing free access by patrons to all points of view. Selection will be based upon criteria given throughout this policy statement. The race, religion, gender, sexuality, nationality or political views of an author, frank or coarse language, the controversial content of an item, the use of the Internet, or the endorsement or disapproval of an individual or group in the community will not cause items or computer-based information resources to be automatically included or excluded.

**B.** Responsibility for selection of materials is ultimately that of the Director who operates within the framework of policies determined by the Kirkwood Public Library Board of Trustees.

**C.** Selection is a discerning and interpretive process, involving a recognition of the needs of the community. It is the Library's goal to build a balanced collection composed of materials of current popular interest as well as materials of enduring significance. Among standard criteria applied are:

- appropriateness of the item to the needs and interests of Library users and of the community as a whole
- literary merit
- enduring value
- timeliness and accuracy of the information
- authoritativeness
- social significance
- importance of the subject matter to the collection
- cost
- scarcity of material on the subject, and availability elsewhere.

Quality and suitability as well as available shelf space are also considered. Popular demand is a significant basis for selection. Duplicate copies are purchased to meet the needs of the patrons. Conversely, many great works of scholarship and literature are keystones of modern knowledge and culture, but may not necessarily be high demand items. Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages.

**D.** The Municipal Library Consortium of St. Louis County members will each strive to meet the needs of the patrons in their service areas. As a result, some libraries will have collections developed more comprehensively than others. This will allow for less financial support in certain areas, since reciprocal borrowing will make these collections readily available to all nine participating libraries.

**E.** Standard review sources are used in the selection of materials. These consist of professional journals, trade journals, subject bibliographies, book lists by recognized authorities and advice of individuals or entities in specific subject areas. Library staff and public comment are considered as well. Titles included

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on a regular basis are Kirkus, Library Journal, Publisher's Weekly, School Library Journal, Booklist, local and national publications as well as entertainment publications. In an effort to develop a collection containing representation of all voices, non-traditional websites and sources will also be considered in collection development.

**F. Request for Items not in Collection**

Patrons may request items that the Municipal Library Consortium does not own. Each request is evaluated and either added to the collection or borrowed through Interlibrary Loan. Staff will evaluate each request using the selection guidelines and will strive to deliver the desired material in a timely manner.

Providing textbooks is the responsibility of the schools. The Library's role is to provide supplementary materials to enrich the resources available to students and teachers through the educational system. Selection of materials for all ages should not be made to duplicate school texts, but rather should consider the usefulness of the items for general library purposes. Textbooks may be purchased in the Library's discretion if such items constitute the best available source of information on the subject.

**Section 3. Adult Book Selection**

**A. Fiction** – Fiction provides entertainment, education, and stimulation to many readers, for the novel illuminates many social, psychological, political, religious, and other ideas of the past and present. The Library attempts to satisfy readers by choosing both notable and popular novels in a range of categories of fiction writing.

**B. Non-Fiction** – The Library's non-fiction collection includes material on almost any topic which might be of interest or concern to patrons. Unusually expensive materials and those with an extremely narrow or limited focus are not acquired. Although accuracy of content and authority of a work's creators are important criteria in the selection of non-fiction books, the Library does not assume responsibility for inaccuracies or errors in the works included in its collections. Opinion, hypothesis, and theory are as important to the Library's collection as proven facts.

**Section 4. Young Adult Fiction And Non-Fiction** – The Young Adult collection is comprised of popular fiction targeting grades 7 to 12. Other determining factors for inclusion in this collection are: materials clearly reviewed as intended for this age group, characters are of these ages, and the theme or subject matter is of interest to and intended for young adults.

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**Section 5. Children's Book Selection** — Because this collection is developed to meet the needs of age groups from infancy through the grade 6, children's literature is collected in various formats. Many children's books are still as valuable for their illustrations as for their text and appropriate attention is given to these as well as to award winning books. Literary and artistic merit prevail in the selection process for most of the materials, although popularity and public demand are also strongly considered. A focus on accuracy, currency, and timeliness is predominant in the selection of non-fiction.

**Section 6. Reference and Online Information Resources** — The Reference collection contains current and historical non-circulating items to support research for the general public, students, and business people.

Online Information Resources consist of a variety of databases subscribed to by the Library and accessible in the Library and at home with a valid Library card, unless designated as in-Library use only.

**Section 7. Periodicals and Newspapers** — Considerable flexibility is required in the selection of periodicals and newspapers because material in this form represents a wide range of subject interest, treatment, and appeal to many kinds of readers.

**Section 8. Audio-Visual Collections** — The AV video collection is developed for the informational, practical how-to, and home entertainment needs of the patron. Included are feature length movies intended for home use and other private showings which do not constitute public performances. Sound recordings form a diversified group of materials chosen for their popularity.

**Section 9. Gifts and Memorials** — The Kirkwood Public Library accepts donations of books and other materials. The Library assumes unconditional ownership of all donated items. Library Staff will make final decisions regarding the inclusion of items in the Library collection, sale for fundraising efforts, or the final disposition of the item. The Library cannot give a dollar valuation for gifts of materials, but it will provide the donor with a statement verifying the number and type of materials donated and accepted, upon request.

**Section 10. Withdrawing Materials from Collections** — The Library collections are a constantly growing and evolving entity. In order to maintain an up-to-date and useful collection, the collection will be evaluated on a systematic and continuous basis. Materials may be withdrawn if they have low circulation or have been superseded by a new edition or a more authoritative work on the same subject. Worn and damaged materials will be withdrawn from the collection.

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**Section 11. Replacement Of Library Materials** — While the Library tries to maintain copies of standard and important works, not all materials withdrawn due to loss or damage are replaced. Decisions concerning the replacement of individual items are based on the following considerations:

- Demand for the specific item
- The number of copies held locally and within the Consortium
- Available shelf space
- The existing coverage of the subject within the collection
- The currency of its contents
- The availability of the title for reorder and cost of item
- Local interest

**Section 12. Archival** — Archival refers to the holding policies for part or all of the collection. At the Kirkwood Public Library, current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage, with the exception of books pertaining to the history of Kirkwood. The Library will not attempt to duplicate collections held by the Kirkwood Historical Society, Kirkwood School District or City of Kirkwood. Please see Section 20 regarding Digital Archives.

**Section 13. Rare & Expensive Books** — Materials selected for the circulating collection will be evaluated on merit and value to the collection rather than cost of the item. If an item is costly, the selector will give careful consideration to other materials on the subject in the collection, how this item compares, and the importance of the title to the development of the collection. If the costly item is purchased, it will be added to the collection and treated as any other item. At no time will rare or unusual books requiring special handling be added to the collection. If it comes to staff attention that a book already owned has become rare or expensive, a decision will be made as to whether to keep the item or find an appropriate archive.

**Section 14. Controversial Materials** — The Kirkwood Public Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy:

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- Library Bill of Rights, Appendix G
- Freedom to Read, Appendix F
- Freedom to View, Appendix L
- Statement on Labeling, Appendix I
- Diversity in Collection Development, Appendix K

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Kirkwood Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft. Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection.

An excerpt from "Diversity in Collection Development," complete statement found in Appendix K:

"Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to content on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to content protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of content based on personal bias or prejudice." -From the American Library Association Council

**Section 15. Reconsideration of Library Materials** —The Library welcomes expression of opinion by patrons, but will be governed by this Collection Development Policy in making additions to or deleting items from the collection. Patrons who request the reconsideration of Library materials will be required to put their request in writing using

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the Request for Reconsideration Form. The responsibility for a child's reading material rests with parents or legal guardians, not the Library staff or trustees. Selection of materials for the adult, young adult, and children's collection is not restricted by the possibility that children may obtain materials that their parents consider inappropriate. It is the parents or guardians who may restrict their children from borrowing specific Library materials. Library staff and trustees cannot and do not act in loco parentis.

**Section 16. Kirkwood Public Library Digital Archives** –The Kirkwood Public Library (KPL) is working in partnership with local institutions to create a digital community repository in order to provide digital access to historical content. KPL will create and organize digital content that is in need of preservation, historically relevant, and meaningful to the Kirkwood Community.

The majority of physical items in the Digital Archives are not stored at KPL. Please refer to the item's locator field to find where the physical item is located.

Only items that may be freely shared in accordance to the U.S. Copyright Law will be collected for the digital collection. KPL agrees not to profit off of or sell any images that have been preserved in the KPL digital archives.

KPL strives to provide thorough and accurate information in the digital archives; however, we cannot guarantee the accuracy of all items. We welcome the public to submit comments or corrections by contacting KPL at: (314) 821-5770 ext. 1027 or e-mailing Nicholas O'Neal, Director of Technology at: noneal@kirkwoodpubliclibrary.org.

**I. Scope of Digital Collection**

The focus of this collection will be unique or rare content that focuses on the City of Kirkwood, Missouri and the Kirkwood Public Library that is historically and culturally relevant.

The selection of content for the digital archives is only one component of the overall process. Behind the scenes, items are being scanned for preservation of the content, metadata is being created and managed so that items may be found by the public, and the site is being managed and evaluated.

**II. Selection Guidelines**

The following items are considered for the KPL Digital Archive: historic documents, photographs, and videos of people or locations within the City of Kirkwood and the surrounding area. Items are assessed on the following criteria:

- Cultural significance
- Historical significance
- Public appeal/local interest
- Impact of digitization

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Photographs, documents and videos must have accompanying information including the date, location and name of individuals, if possible. Items without sufficient identifying information cannot be included in the digital archive.

KPL staff make the final decision regarding the inclusion of materials and the priority of materials for digitization and upload to the digital archives.

a. **Limitations**

In some cases, what KPL is able to digitize may be limited by staff and volunteer availability. Additionally, KPL does not have equipment to handle oversized items or exceptionally fragile materials. If you have questions about your items, please contact KPL at: (314) 821-5770 ext. 1027 or noneal@kirkwoodpubliclibrary.org.

KPL, its staff, Library Director and Board of Trustees are not responsible for damage to items provided for the KPL Digital Archive. The owner(s) of the item(s) is/are responsible for providing insurance on all materials provided to KPL for inclusion in the KPL Digital Archive, even during periods in which the materials are in KPL's possession for copying. The owner(s) understand(s) and acknowledges that KPL, its staff, Library Director and Board of Trustees will take no extraordinary measures to insure the safety of any items provided to be included in the KPL Digital Archive.

**III. Patron Suggestions and Donations**

If potential contributors are interested in digitizing their own content to be added to the KPL's digital collection, please contact KPL at: (314) 821-5770 ext. 1027 or noneal@kirkwoodpubliclibrary.org. If you would like to digitize your materials, please follow the specifications below.

Those providing materials for the Kirkwood Public Library Digital Archives must sign the digital archive agreement at the time of their digital donation.

**Any individual who provides material for the Kirkwood Public Library Digital Archive agrees, as a condition of providing said material, that he/she will defend, indemnify and hold harmless KPL, its staff, Library Director and Board of Trustees against all claims, demands, costs, and expenses including attorney's fees incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of materials in the Kirkwood Public Library Digital Archive.**

a. **Specifications**

- Maximum File Size - 64 MB per file
- Minimum Resolution for Scanned Images/Documents – 600 ppi
- File Formats Recommended –
  - Images/Photographs – TIFF/.tif



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- Documents – PDF/.pdf
- Audio – Waveform Audio File/.wav
- Video – MPEG; AVI; MOV
- File Types Allowed:  
aac, aif, aiff, asf, asx, avi, bmp, c, cc, class, css, divx, doc, docx, exe, gif, gz, gzip, h, ico, j2K, jp2, jpe, jpeg, jpg, m4a, mdb, mid, midi, mov, mp2, mp3, mp4, mpa, mpe, mpeg, mpg, mpp, odb, odc, odf, odg, odp, ods, odt, ogg, pdf, png, pot, pps, ppt, pptx, qt, ra, ram, rtf, rtx, swf, tar, tif, tiff, txt, wav, wax, wma, wmv, wmx, wri, xla, xls, xlsx, xlt, xlw, zip

**b. Accompanying Information**

Title (where applicable)

Description\*

Creator – Who created the original source

Date or Date Range\*

Contributor – Who donated the resource (optional)

Format – Physical dimensions and medium of the source\*

Location\*

\* Required

**c. What we do not accept**

All items must follow our selection guidelines. We do not accept the following:

- 3 dimensional objects
- Copyrighted materials
- Images without sufficient metadata

KPL cannot accept physical donations. KPL only accepts materials on a temporary basis that are appropriate for inclusion in the KPL Digital Archive. If you have any physical items that you wish to donate, please contact the Kirkwood Historical Society at Mudd's Grove by calling (314) 965-5151, or visiting their location at 302 West Argonne Drive. For additional information and hours, please visit [www.kirkwoodhistoricalsociety.com](http://www.kirkwoodhistoricalsociety.com).

**Archival/Storage Policy**

- We are not responsible for maintenance or storage of collections outside KPL's archives. KPL maintains the KPL collection only.
- If materials are left at KPL for scanning, they must be picked up at the agreed upon date. Items that fail to be claimed will be donated to the Kirkwood Historical Society.

See Appendix Z for Digital Archive Agreement.

*Approved by the Board of Trustees, July 15, 2015*

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**Section 17. Community Spotlight Collection Policy** -- The Kirkwood Public Library values our local authors and encourages the inclusion of their work in our collection. The Community Spotlight Collection is a place for our area talent to share their work with the entire Kirkwood community.

This collection will also expose community members to books that promote the fiction and nonfiction of area authors, or authors that highlight the Kirkwood and greater St. Louis area. The collection can include works from local musicians and/or composers, as well as area filmmakers.

**I. Who can submit:**

Local authors, musicians, and filmmakers are defined as residents of St. Louis County, St. Louis City, St. Charles City-County. Kirkwood Public Library would like to highlight local contributors to the arts and literature by including their works in our collections. Community Spotlight items are subject to the Article V: Collection Development policies.

Creators that reside outside the defined area (above) may submit their works for inclusion if they feature St. Louis County, St. Louis City, or St. Charles City-County.

**II. What to submit:**

Formats that are subject for consideration include books, audiobooks, CDs, and DVDs. eBooks may be submitted considered for purchase if they are available on a Library-supported platform.

The Library will consider fiction, nonfiction books, movies and CDs for all ages. Decisions will be made according to our selection process by the Reference and Youth Services Departments.

All submitted materials (books, CDs, DVDs) must include the following information:

- Title
- Creator
- Publisher
- Publication Date
- Track listing (CDs)
- Synopsis
- Intended audience (Adult, Teen, Children)

Physical copies of books will be accepted in paperback or hardback. Advanced Reading Copies and copies with non-traditional library-binding will not be included in the collection.