

**ARTICLE V.**  
*Collection Development Policy  
Of The Kirkwood Public Library*

**Objectives** -- Guided by our mission to inspire a lifelong commitment to learning and creativity, for a more prosperous and connected community, 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.

The responsibility for materials used by minors rests completely with their parents or legal guardians. Materials selected for the Adult and Young Adult collection are intended for mature readers. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual. Library staff do not supervise children. Library personnel do not know what you consider appropriate for your child and cannot be responsible for their selections.

**Section 1. Material Selection Plan**

- a. **Scope** -- The Library seeks to build a collection that satisfies the information, education, and entertainment needs of the largest number of patrons possible with the resources available. Unusually expensive materials and those with an extremely narrow or limited focus are not acquired.

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. Selectors will make reasonable efforts to seek out underrepresented voices and include them in the collection.

- b. **Responsibility** -- 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.

Selectors are responsible for purchasing, evaluating, and maintaining Library collection materials within established selection criteria and withdrawal criteria. Electronic resources selection is based on applicable criteria where possible.

- c. **Resource Sharing** -- Kirkwood Public Library has reciprocal agreements with other organizations to provide the most comprehensive collection possible. Kirkwood Public Library has no say in the development or management of these collections.

## Service and Administration Policies Kirkwood Public Library

- d. **Intellectual Freedom** --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:

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.

**Section 2. Selection Criteria** -- It is the Library's goal to build a collection composed of materials which service the informational, educational, and entertainment needs of the widest variety of its patrons possible with the limited resources available. Among standard criteria applied are:

- Appropriateness of the item to the needs and interests of Library users
- Literary merit or illustration quality
- Enduring value or timeliness
- Recognized accuracy of information
- Authoritativeness
- Diverse representation of characters, subject matter, and authors
- Contribution to the existing collection
- Cost
- Scarcity of material on the subject, and availability elsewhere.
- Popularity
- Format demand and accessibility
- Local or regional interest
- Recommendations from patrons, local educational systems, and professional award organizations

**Section 3. Not Collected** -- The library generally does not acquire:

- Materials intended for use or interpretation by medical, legal, engineering, or other professionally trained persons
- Materials in outdated formats
- Fragile items
- Puzzle books, workbooks, and other consumable materials
- Books with non-traditional library binding
- Textbooks

**Section 4. Gifts** -- The Kirkwood Public Library accepts donations of books and other materials. The Library assumes unconditional ownership of all donated items. Library Staff and volunteers will make final decisions regarding the sale or disposal of an item. The Library cannot give a dollar valuation for gifts of materials.

## Service and Administration Policies Kirkwood Public Library

**Section 5. Withdrawal Criteria** -- 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, contain outdated information, or are damaged or worn.

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 Library's shared materials network
- 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 6. Community Spotlight** -- The Kirkwood Public Library values local authors and encourages the inclusion of their work to the collection. Authors who are residents of Kirkwood or non-resident authors whose work features Kirkwood, MO may submit their book to the collection. Advanced Reading Copies and copies with non-traditional library-binding will not be added to the collection. Generally the work must be published in the last two years. Contributed items become property of the library and are subject to all of the Library's Withdrawal Criteria and Gift policies.

### **Section 7. Electronic Resources**

- a. Online Databases and Digital Distributors** -- The Library selects electronic services and databases licensed for system-wide access based on cost effectiveness and community informational, educational, and entertainment needs. Due to the differences in licensing models, access models, and reciprocal agreements, the Library follows its selection criteria for online services where selection is an option, and provides access to others when it is not.

Remote electronic access to digital resources may be limited by licensing constraints. Contractor-based restrictions and reciprocal sharing policies may leave the Library unable to manage, withdraw, or reconsider online materials.

- b. Digital Archive** -- KPL organizes and makes readily available digital content that is historically relevant and meaningful to the Kirkwood Community. Materials will be included using the general collection development policy.

Only items that may be freely shared in accordance with U.S. Copyright Law will be considered for the digital collection. KPL agrees not to sell or otherwise profit from 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.

Service and Administration Policies  
Kirkwood Public Library

**Section 8. Reconsideration of Library Materials** -- The Library welcomes expression of opinion by patrons, Patrons who request the reconsideration of Library materials will be required to put their request in writing using the Request for Reconsideration Form. Decisions on reconsiderations are governed by this Collection Development Policy.

The responsibility for a child's reading material rests with parents or legal guardians, not the Library staff or trustees. Library staff and trustees cannot and do not act in loco parentis.