

Boone County Public Library
Collection Development
And
Management Policy

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PURPOSE

The purpose of this policy is to guide the library staff in the selection of materials for the library collection and to inform the public about the principles upon which selections are made. The policy will assist in budgeting decisions and responsible use of funds, defines the purpose for the collection, and establishes limits and priorities on collection parameters. This policy will also serve as a guideline when determining which gifts to accept and which materials to rebind replace or remove from the collection.

LIBRARY MISSION

Working to connect you with the books you love, the information you need, and the community you live in.

COLLECTION OVERVIEW

The library collection consists of all materials owned by the library as well as electronic resources acquired through contract or selected and linked to by professional staff. Please see appendix for the [Work Product Policy](#).

The library acquires:

Resources that document and illuminate the past.

Contemporary resources representing various points of view, including resources which reflect current conditions, trends and controversies.

Resources designed to increase an individual's ability to function effectively as a productive member of society.

Resources which provide a meaningful aesthetic experience stimulate the imagination, and increase an individual's potential for creativity.

Resources, including the experimental or controversial, which extend an individual's capacity to understand the world.

Resources which enhance an individual's enjoyment of life.

Resources for young people that aim to meet the diverse recreational, cultural and informational needs of that segment of the population from infancy to adolescence.

RESPONSIBILITY FOR SELECTION

The library Board of Trustees is responsible for approving the Collection Development Policy. The Board delegates responsibility for selection of library materials to the professionally trained personnel employed by the library.

PRINCIPLES OF SELECTION

Library materials shall be selected and retained on the basis of their value for the interest, information, and enlightenment of all the people of the community in conformance with the District's mission.

Selections of an item do not express or imply endorsement of the viewpoint of the author. The library strives to provide a balanced view on controversial subjects by selecting resources portraying all sides of an issue. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation.

Not all materials will be suitable for all members of the community. The selection of materials intended for use by adults shall not be inhibited by the possibility that they may be accessible by children.

SELECTION TOOLS

Tools used include professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, and sales representatives for specific materials.

Standard bibliographic and review sources generally include the following: *Booklist*, *Horn Book*, *Library Journal*, *Publishers Weekly*, *School Library Journal*, *VOYA*, *Video Librarian*, *Audiofile* and *ALA's Best of the Best*. Online reviews are also used.

Materials are purchased through a variety of local, regional and international vendors. Criteria for the selection of vendors include: discount, speed of delivery, reliability, stock availability, and availability of vendor-supplied services including processing and catalog records. The Boone County Public Library chooses the most appropriate vendor as determined by its criteria.

SELECTION CRITERIA

All acquisitions, whether purchased or donated, are considered in terms of the criteria listed below. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of a work, several criteria and combinations of criteria may be used. A work need not meet all of the criteria in order to be acceptable.

- Present and potential relevance to community needs and interests
- Significance of subject matter, permanence or timeliness of subject
- Reputation and/or significance of the author, illustrator, publisher, or producer
- Creative, artistic, literary or technical quality
- Authority, accuracy, and accessibility
- Comprehensiveness and depth of treatment; level of difficulty

- Inclusion of title in standard or special bibliographies or indexes
- Local interest (author or subject)
- Response of critics, reviewers and the media
- Extent of publicity and customer demand
- Suitability of the physical form for library use [size, paper, print, binding]
- Suitability of subject and style for the intended audience
- Suitability of the format to the content
- Relationship and importance to the existing collection
- Availability of material electronically, on the web, or online in a subscription database.
- Availability of material elsewhere in the region.
- Value in relation to cost
- Customer suggestions to be included in the collection are encouraged.

MULTIPLE COPIES

The library acquires multiple copies of popular works to meet known and anticipated customer demand. Emphasis is given to works with a high potential for ongoing demand.

DONATIONS

Donations of materials may be accepted with the understanding that the same standards of selection are applied to donated materials as to materials acquired by purchase, and that any donations may be discarded at the District's discretion. The library cannot make any commitment for special treatment or handling of donated material. A receipt will be issued upon request for donated items. Library staff cannot appraise donated material for tax purposes. Please see appendix for [Donation Receipt Form](#).

GIFTS AND MEMORIALS

The Library gratefully accepts funds for the purchase of materials. The Library will attempt to honor requests to buy materials in a particular subject area or genre. Such decisions will be based upon availability of materials and the needs of the collection. Materials given as a gift or as a memorial will be designated by bookplate. Please see appendix for [Memorials/Other Donation Form](#).

RECONSIDERATION OF LIBRARY MATERIALS

Boone County residents wishing to recommend the removal of a particular item in the library collection may submit a *Request for Reconsideration of Library Materials* form. The request will be reviewed by the Library Director or Public Service Coordinator and the staff in relation to the library's mission and the selection criteria of this collection development policy. A written response will be made by the Director or Public Service Coordinator. Please see appendix for [Request for Reconsideration of Library Materials Form](#).

CUSTOMER RECOMMENDATIONS

Customer requests for materials to be purchased are encouraged and welcomed. Purchase requests fall under the same selection criteria as do materials selected by library staff. For this reason, not every title suggested is ordered. Customers making purchase recommendations for subjects not collected by the Library or for out-of-print material will be given the option of obtaining such materials through Interlibrary Loan.

VENDORS

Materials are purchased through a variety of local, regional and international vendors. Criteria for the selection of vendors include: discount, speed of delivery, reliability, stock availability, and availability of vendor-supplied services including processing and catalog records. The Boone County Public Library chooses the most appropriate vendor as determined by its criteria.

GENERAL SELECTION POLICIES

ADULT FICTION

The library acquires fictional material to meet the recreational reading needs of the adult public, taking into account that adults vary greatly in education, personal interest, tastes and reading skill. The library sets no arbitrary standard of literary quality, but attempts to collect that which is well-written. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Currently, fiction is acquired in hardback, paperback, audio, and downloadable electronic format. Author reputation and public demand are primary criteria in the selection of adult fictional material.

ADULT NONFICTION

The library acquires material for the adult nonfiction collection which provides a core of basic knowledge and meets the assumed and expressed information needs of the local communities. These needs cover the spectrum of subjects inherent to adult contemporary society and take into account the varying levels of education and reading ability found in the community. Emphasis is placed on material that appeals to and is accessible to the general public.

Specific guidelines for nonfiction selection can be found in *Collection Levels and Scope* included with this document.

Currently, nonfiction is acquired in hardback, paperback, audio, video, and downloadable electronic format.

TEEN FICTION

The library acquires fictional works created to appeal particularly to the teen population, defined here as ages 12 – 18. This collection serves two purposes: to encourage recreational reading through the adolescent years and into their adult life as well as to develop appreciation for literary excellence.

Primary emphasis is given to popular, high demand titles and works that have received critical acclaim. The inclusion of a title on a school's reading list is an important selection criterion.

Currently, teen fiction is acquired in hardback, paperback, audio book, and downloadable electronic format.

TEEN NONFICTION

The library acquires nonfiction works created to appeal particularly to the teen population, defined here as ages 12 – 18. There is an emphasis on materials that reflect the personal interests of teens with the understanding that juvenile and adult nonfiction collections provide materials required for curriculum support and study.

Specific guidelines for teen nonfiction selection can be found in *Collection Levels and Scope* included with this document.

CHILDREN'S FICTION

The library acquires fictional works created to appeal particularly to children from preschool to middle school (0-12 years old). The primary function of this collection is to develop in children an enjoyment of reading into their adult life. Literary quality and appeal to children are primary criteria for selection. Because of their appeal, mass market paperbacks are purchased extensively to supplement the hardback collection.

Currently, children's fiction is acquired in hardback, paperback, audiobook, video, and downloadable electronic format.

CHILDREN'S NONFICTION

The library acquires material for the children's nonfiction collection that meets the educational, cultural and recreational needs of children from preschool to junior high age middle school (0-12 years old). Contribution to learning, both formal and informal, and appeal to children are primary criteria for selection.

Specific guidelines for nonfiction selection can be found in *Collection Levels and Scope* included with this document.

Currently, children's nonfiction is acquired in hardback, paperback, audio book, video, and downloadable electronic format.

REFERENCE

The library acquires material for a non-circulating collection intended to provide ready access to factual information on a variety of subjects of interest to the public library customer. Materials selected for the reference collection are items that are frequently used to answer customer's questions or that have unique value. Particular attention is paid to the accuracy and currency of the information.

Specific guidelines for reference selection can be found in *Collection Levels and Scope* included with this document.

LOCAL HISTORY

The library places a high priority on acquiring comprehensive information and resources about Boone County, past and present. The library collects reference and circulating materials which reflect the county's historical and cultural development. Information collected about contemporary Boone County supports current library programs and services and serves as the basis for future historical research.

The collection consists of both print and non-print materials. The book collection contains all available historical and descriptive works about Boone County and Boone Countians (including fiction and children's books); city and other Boone County directories; works on local art, architecture, music, etc.; and a representative selection of books by Boone County authors.

The library actively acquires current and past city-issued documents and materials, which are augmented with reports, agendas, newsletters and minutes from boards and commissions and are acquired for public review.

The collection of historical Boone County newspapers on microfilm at the Main Library is the most comprehensive available in Boone County, and is supported by a topical file of news clippings and scrapbooks. The library acquires all current Boone County newspapers. It also collects maps, pamphlets, sheet music, and selected ephemera of local significance.

Non-print materials include Boone County-related films, videos, sound recordings, slides, art works, and posters. Boone County photographs are added to the collection when donated.

The library does not actively seek manuscripts, collections of papers, memorabilia, or three-dimensional materials, although it does selectively accept gifts of this nature, particularly when the material relates to Boone County.

Branch libraries have a select collection of books about Boone County history and personages. Because of the proximity of an extensive Kentucky collection at Kenton County Public Library, no attempt is made to provide a comprehensive collection of historical or genealogical materials beyond Boone County. Local history material may be acquired even though it does not meet standard selection criteria.

GENEALOGY COLLECTION

The Library selects, arranges, and makes available for research, materials that aid in tracing family relationships, especially those families who played a role in the settling and developing of Boone County. Although the branch libraries may provide basic genealogical resources, the major collection is housed at the Main Library. The collection consists of books, periodicals, and some census microfilm. The library purchases basic how-to-do-it resources, standard reference items and indices, and handbooks on family research for various ethnic groups. Genealogy material may be acquired even though it does not meet standard selection criteria

GOVERNMENT DOCUMENTS

The library acquires selectively, but consistently, those government publications that are most

relevant to the local community and general public. Emphasis is placed on documents pertaining to Kentucky and Boone County.

As a State Data Center Affiliate, the library receives and maintains a collection of U.S. Census material pertaining to Kentucky, Kentucky demographic information and other statistical data.

AUDIOVISUAL MATERIALS

The library acquires a variety of audiovisual materials to supplement and enhance the traditional print collection. Audio/Visual materials are selected for technical quality of audio and visual reproduction, presentation or experience that is unique to format and provide an alternative to print, significance of performance, critical acclaim as demonstrated in awards, nomination for awards and/or reviews and suitability to be circulated.

DVDs: The primary goal of this collection is to provide the resources and services necessary to meet the educational, cultural and recreational needs of the community. Emphasis is given to classic and award-winning feature films, educational and instructional programs, and children's features. The collection is intended to complement, rather than compete with, video rental services by offering a different collection focus.

Specific guidelines for DVD selection can be found in *Collection Levels and Scope* included with this document.

Video Cassettes: The VHS format is no longer purchased by the library. Previously selected and purchased VHS titles remain a part of the collection. Worn, lost, or damaged VHS tapes are replaced with the DVD format if replacement is warranted.

Book CDs: This collection consists of adult fiction and nonfiction, teen fiction and nonfiction, and children's fiction and nonfiction books recorded on CDs. The primary goal of this collection is to provide fiction and nonfiction books on CD that meet the educational and recreational needs of the community. Unabridged versions are preferred whenever possible. The fiction collection includes classics and popular fiction. The nonfiction collection covers a range of subject areas including best-sellers, instructional, self-improvement, and language.

Audio Cassettes: The audio cassette format is no longer purchased by the library. Previously selected and purchased audio cassette titles remain a part of the collection. Worn, lost, or damaged audio cassettes are replaced with the CD format if replacement is warranted.

Music CD's: The music CD collection is to provide an introduction to significant styles of music, influential musicians and composers, and major recording artists. Emphasis is given to 20th century music representing major styles and trends, notable recordings of significant classical compositions and recordings by local artists.

The primary goal of this collection is to meet the educational, cultural and recreational needs of the community by providing a balanced and representative collection of all types and formats of music. Customer requests are given serious consideration and are added to the collection as warranted and as budget allows. The library purchases multiple copies of popular titles when customer demand warrants and as budget allows

Software: The purpose of the software collection is to meet the educational, cultural, and recreational needs of the community. Emphasis is given to award-winning software, and educational and instructional programs. The collection is intended to complement, rather than compete with, video rental services by offering a different collection focus.

Filmstrips/slides: The library acquires items in this format only for use in library programs.

16MM/8MM films: The library does not acquire items in this format. The library provides access to an extensive film collection owned by the Kentucky Dept. for Libraries and Archives.

ELECTRONIC RESOURCES

Electronic sources refer to online subscriptions or products offered on the library's network. The main purpose of these sources is to supplement or replace the print collection resources. The library subscribes to web-based reference sources in order to insure currency and more widespread access to information. The library selects these resources to meet reference, educational and current information needs. The library selects electronic resources based on the titles included, search functionality, timeliness, access policies, and cost. Some electronic resources duplicate print sources.

NEW MEDIA

The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the Boone County community.

INTERNET (PUBLIC ACCESS)

In conjunction with its mission statement, the Boone County Public Library provides access to a vast array of information available through electronic media. Electronic information, services, and networks provided directly or indirectly by the library will be accessible to all library users. The Boone County Public Library does not monitor and has no control over the information accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the library's collection, offering unprecedented opportunities to expand the scope of information available to all users. Access to the Internet is governed by the Library's Internet Policy. Please see appendix for [Internet Policy](#).

PERIODICALS

The library acquires periodicals on a wide variety of topics to supplement the book collection,

provide material that is not yet or may never be in book form, and provide educational, cultural and recreational reading. In addition to the standard criteria for selection, particular consideration will be given to whether the periodical is indexed in any of the electronic resources available at the library.

The Library subscribes to electronic databases which provide annotations and/or full text to periodicals. The library participates in the Kentucky Union List of Serials [KULS] and Interlibrary Loan, which enables the library to go beyond the scope of its collection to satisfy customer demand.

NEWSPAPERS

The library acquires newspapers to provide information about current events of interest to the local communities. The library subscribes to all local [serving Boone County] newspapers, selected major Kentucky newspapers and limited major national newspapers.

Complete backfiles are maintained only for those papers published in or primarily serving Boone County. These become part of the Local History Collection. Electronic databases provide access to older and current issues of newspapers we do not provide in hard copy.

MAPS

The library comprehensively acquires maps pertaining to Boone County and Northern Kentucky. These include road and street maps, topographical maps, historical maps, government maps and other special topic maps. Maps pertaining to other areas of Kentucky are selectively acquired. A limited number of general U.S. and world maps are acquired.

TEXTBOOKS

The library acquires standard textbooks only when they provide the best or only information available on a subject, typically of an introductory nature. Textbooks are not acquired or duplicated to satisfy the requirements of particular institution or curriculum.

LARGE PRINT MATERIALS

The library selectively acquires large print materials to meet the general reading needs of visually-impaired customers, both adult and children. Emphasis is given to popular, high-demand works of both fiction and nonfiction.

The library provides access to the Kentucky Library for the Blind and Physically Handicapped for those customers who require material in Braille and/or would prefer home delivery of recorded material.

FOREIGN LANGUAGE MATERIALS

The library maintains a collection of foreign language materials aimed at meeting the recreational and many of the informational needs of the community. Resources include books, magazines, videos, audio books and music CD's in the languages used by individuals in the community.

The library is committed to developing and maintaining foreign language collections which meet the needs of a changing Boone County population. Foreign language needs are assessed through such tools as customer requests, circulation statistics, and community awareness. The information

gathered is used to determine the size and scope of the collection at each site. Availability of materials may impact the development of the collections.

COLLECTION MAINTENANCE

WEEDING

The District is not a library of historical record except in the area of local history. To ensure a vital collection of continuing value to the community, materials that are not well used, are out of date, or are no longer accurate may be withdrawn.

Weeding generally follows the same principles and criteria as selection. Additional factors considered when weeding include:

- Damage or poor condition.
- Number of copies in the collection.
- Relevance to the needs and interest of community, and current demand.
- Accuracy, timeliness and frequency of use.
- Local interest.
- Availability elsewhere - including other local libraries, interlibrary loan and online availability.
- Deemed to be of an enduring nature.
- Availability of contents in more recent works

Specific weeding criteria can be found in *Collection Levels and Scope* included with this document.

DISPOSAL OF WEDED LIBRARY MATERIALS

Items that are weeded from the library collection will be disposed of in one of the following ways:

- Offered for sale to the general public at library book sales
- Donated to other public institutions such as schools, libraries, jails
- Recycled or sent to a landfill

REPLACEMENT

An item that is lost, damaged or weeded from the collection will not be automatically replaced. Need for replacement will be determined by two primary factors:

- Amount of coverage of the subject in comparable or more current materials
- Demand for the specific title

Appendix

Work Product and Confidentiality Policy

All BCPL employees are advised that the following stipulations shall govern the relationship between the employee and Boone County Public Library prior to, during and at any time after employment or performance of contractual work.

- Any work product, result or materials produced during or in relation to their employment or contract with Boone County Public Library shall become the sole property of the Boone County Public Library,
- All employees will waive any right of authorship or critical control over the work product, its use, modification or form.
- All employees understand that no compensation or benefit other than salary or contractual fees is due in connection with its creation and waive any claims to such compensation.
- Any Patent, Trademark or Copyright resulting from their work or assigned to their work product is the sole property of Boone County Public Library.

Employees understand that during or in connection with their employment or contract with Boone County Public Library certain confidential information may be disclosed. All employees shall not, during or at any time after their period of employment with or contractual service to the Boone County Public Library, disclose or divulge this confidential information or work product to other entities or use it for their own purposes without the express written authorization of the Library Director.

Boone County Public Library
Donation Receipt Form

Date: _____ Name: _____

Address: _____ City, State, Zip _____

Phone: _____

Number of hardback books donated: _____ Number of paperback books donated: _____

Number of recordings donated: _____ Number of magazine donated: _____

Other: _____

Boone County Public Library may be unable to use this donation for its own collection; therefore, please check your preference below:

_____ The gift may be given to the Northern Kentucky Regional Library System or any other needy organization in the area. The gift may be sold, with the proceeds use to further develop Boone County Public Library's collection.

_____ I wish to be notified if the gift cannot be added to Boone County Public Library's collection, so that I may pick up the unneeded portion of the gift.

This form is your receipt. We appreciate your thoughtfulness. We hope that the gift can be useful addition to our or other collections.

Thank you.

Accepted by:
Boone County Public Library
859-342-2665

- Scheben Branch, 8899 US 42, Florence, KY 41042
- Lents Branch, 3215 Cougar Path, Hebron, KY 41048
- Walton Branch, 21 S. Main Street, Walton, KY 41094

- Main Library, 1786 Burlington Pike, Burlington, KY 41005
- Chapin Memorial, 6517 Market Street, Petersburg, KY 41080
- Florence Branch, 7425 US 42, Florence, KY 41042

Memorials/Other Donations Form

In memory of: _____

Plate to read: _____

Family to notify:

Name: _____ Address: _____
City, State, Zip: _____
Phone number: _____

Given by: _____

Amount given: _____ **Thank you sent:** _____

Titles/Subjects wanted: _____

Actual purchase title(s): _____

Book received: Yes No
Notices cleared: Yes No
Book Plate Attached: Yes No
Initials: _____ Date: _____

Scheben Branch, 8899 US 42, Florence, KY 41042
Lents Branch, 3215 Cougar Path, Hebron, KY 41048
Walton Branch, 21 S. Main Street, Walton, KY 41094

Main Library, 1786 Burlington Pike, Burlington, KY 41005
Chapin Memorial, 6517 Market Street, Petersburg, KY 41080
Florence Branch, 7425 US 42, Florence, KY 41042

Request for Reconsideration of Library Materials Form

Item is: _____ Book _____ Periodical _____ Video _____ Other

Title: _____

Author: _____

1. Why do you object to this work? Please be specific. Cite page/portion of video.
2. What do you feel might be the result of reading/viewing this work?
3. Do you think there is anything of merit in this work? If yes, please explain.
4. Did you read/review the entire work?
5. Are you aware of judgments of this work by critics?
6. What would you like the library to do about this work?

Request initiated by: _____

Address: _____

City, State, Zip: _____ Phone Number: _____

Do you represent: Yourself A Group An Organization

Please return to Boone County Public Library

Scheben Branch, 8899 US 42, Florence, KY 41042
Lents Branch, 3215 Cougar Path, Hebron, KY 41048
Walton Branch, 21 S. Main Street, Walton, KY 41094

Main Library, 1786 Burlington Pike, Burlington, KY 41005
Chapin Memorial, 6517 Market Street, Petersburg, KY 41080
Florence Branch, 7425 US 42, Florence, KY 41042

Internet Use Policy & Rules

The Internet offers a wealth of educational, recreational, and cultural information. Be aware that the Internet is unregulated and materials accessible through it may be inaccurate, incomplete, outdated, biased, inappropriate, or offensive. Please remember that the Library is a public place and use discretion when viewing text or graphics that may be offensive to others. Individuals use the Internet at their own risk. We caution users to access and evaluate materials online as they would a printed source.

Library Computer Access Policy

Restrictions

- Juveniles may not view or print materials unsuitable for minors.
- Users may not attempt to alter, damage, abuse or sabotage computer equipment or software; alter configurations; or install any software.
- Users are liable for costs arising from malicious damage to Library equipment or software.
- Users may not use any library terminal for illegal purposes.
- Users may not use Library terminals for any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Users must comply with the time limits of the use of a Library terminal while others are waiting.

Children's Use of the Internet

The Library uses filtering software to block access to some Internet sites. Further restriction of a juvenile's access to the Internet is the responsibility of the parent or legal guardian. If a juvenile is not being monitored by an adult, Library staff will instruct juveniles to choose another Internet site or terminate the Internet session if they are observed viewing a site that might be considered unsuitable for juveniles. Failure to comply with these instructions will result in disconnection of the computer by Library staff.

The Library does not have the ability to monitor a juvenile's use of electronic mail or other communication methods. Parents and legal guardians are cautioned to monitor any dissemination of personal or financial information by children through e-mail, websites or other electronic formats.

Courtesy to Others

Individuals should use the Internet in a courteous, reasonable, and responsible manner. If you are using the Library's terminals, please limit your use if others are waiting. Also, please remember that the Library is a public place; use discretion in viewing text or graphics that may be offensive to others.

Users who fail to abide by the Internet Use Policy and Rules will be instructed to choose another Internet site or terminate the Internet session. Failure to comply with these instructions will result in disconnection of the computer by Library staff.

Reaffirmed BoT 10/21/10