



COLLECTION DEVELOPMENT POLICY AND PROCEDURES

Purpose of the Policy

The South Kingstown Public Library Collection Development Policy is designed to inform the public and guide professional staff about the principles and criteria upon which resources are selected and retained. A policy cannot replace the judgment of the staff responsible for the selection of print, non-print, and electronic resources, but stating priorities and indicating boundaries will assist them in choosing what best meets the needs of the community while maintaining budgetary responsibilities.

Library Mission Statement

The South Kingstown Public Library provides free, convenient, and equal access to print and non-print materials, services and technologies that support our community's informational, educational, cultural, and recreational needs.

Collection Development Policy Goals

The goals of the South Kingstown Public Library Collection Development Policy are:

- a) To meet the needs of our users by developing a diverse collection that is as inclusive as possible providing differing viewpoints reflecting the broad cultural, religious, and ethnic diversity of its community
- b) To support curricula and needs of the K-12 school community
- c) To balance user demand for traditional print and non-print materials with the increasing demand for electronic formats and services.



Collection Development Principles

Responsibility

The ultimate responsibility for the selection of all library materials rests with the Library Director, operating within the framework of policies determined by the Board of Trustees of the South Kingstown Public Library. This responsibility is shared through the delegation of materials selection to the professional librarians on the staff at Hale, Kingston, and Peace Dale. Suggestions from other staff members and library users are encouraged. In addition, consideration is given to items in heavy local demand that might not necessarily meet other selection criteria.

Intellectual Freedom

In its selection of materials the library fully subscribes to the American Library Association's principles of [Intellectual Freedom](#), [Freedom to Read](#), and the [Library Bill of Rights](#). Selection of materials is based upon the criteria that follow. Although materials that meet these criteria may be objectionable to some members of the community, it is this library's policy to provide free access to all and to protect individual choice.

The Library recognizes that there are ideas, opinions, viewpoints, beliefs, and philosophies which are subject to discussion and debate and that any community will be made up of citizens with divergent viewpoints. The Library endeavors to provide access to diverse points of view within the limits of financial resources and physical space. Inclusion in the library's collection is not an endorsement of a particular point of view or belief.

Criteria for Selection

Certain factors influence the selection of library materials. All acquisitions, whether purchased or donated, will be judged in terms of the following standards:

- Patron interest
- The creator's significance and credibility
- The importance of subject matter to the collection
- Timeliness or permanence of the material
- A variety of viewpoints
- Authoritativeness
- Accessibility of the material in the Ocean State Libraries (OSL) Consortium



- The presence of favorable reviews in standard, independent review sources such as: Library Journal, Kirkus Reviews, Booklist, School Library Journal, Publisher's Weekly, The New York Times Book Review, and the New York Review of Books; reviews in local newspapers such as the Providence Journal or the Boston Globe, BookPage and dependable media sources
- Suitability of physical form for library use, as well as type and legibility
- Price

Using the criteria listed above, materials are recommended for purchase by the professional staff. The final responsibility for selection and shelving location of library materials lies with the Library Administration.

Reevaluation of Library Material

The South Kingstown Library serves the entire community. It is the responsibility of librarians, as guardians of the people's freedom to read, to address challenges to that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. Selection of books and other materials is guided by community interest and demand, subject to the Library's Collection Development Policy; a copy of this document is available upon request and can be found on the library's website.

South Kingstown residents requesting reevaluation of library materials must complete a ["Request for Reevaluation of Material" form](#) and either give it to a librarian or send it to the Library Director, 1057 Kingstown Rd, Wakefield, RI 02879.

A standard acknowledgement letter from the Library Director will be provided within 14 business days. The request for reevaluation will be submitted to a committee consisting of the Library Director, a Trustee member, the Central Services Librarian, and if applicable, the supervisor of the department in which the item is shelved. You will be notified of the committee's findings within 60 days by the Library Director. A final appeal may be made to the Library Board of Trustees. Until the final decision is reached, **the materials will remain in circulation in the library's collection.**

The library does not accept lists of items for reevaluation. Each request must be accompanied by an individually, fully completed Request for Reevaluation form. A title will only be considered for reevaluation once in a twelve-month period.



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A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria: outdated or superseded content, infrequent use, physical condition, and relevance. Replacements and updated editions are purchased when warranted. Discarded materials may be sold, donated, or recycled as the Library determines.

The library recognizes the need for continuous evaluation of its collection in response to the changing needs of the community. Collection maintenance is accomplished through weeding, duplication, preservation, replacement, and storage.

Weeding

To maintain the vitality of the collection, materials are weeded on a regular basis. This is the process of withdrawing materials that no longer meet the criteria for inclusion in the library's collection. The following categories of materials are considered prime candidates for de-selection: materials which contain outdated or inaccurate information, superseded editions of specific titles, worn or mutilated items, duplicate copies of seldom used titles and materials no longer of interest or in demand. Permission has been given to the Friends of the Library to sell the withdrawn material. Proceeds are used to benefit the library.

Multiple copies

The determining factors for multiple copies of a particular title are popular demand, importance of the material, and budgeting limitations. Duplication must not be at the expense of important but less demanded materials needed for permanent collection.

Replacements

The library will not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. The replacement of individual items is based on the following considerations: demand for the specific item, the number of copies held within the South Kingstown Public Library or Ocean State Libraries, the availability of the title for reorder, and the cost of mending versus the cost of replacement.



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Gifts/Donations

The Library welcomes gifts of funds and materials to enrich the collection. New or used donated materials are subject to the same criteria as purchased materials. Gifts of materials are accepted with the understanding that they may be utilized or disposed of at the Library's discretion. Monetary gifts will be applied to the selection of materials by the director in consultation with library staff and the donor as appropriate. The Library reserves the right to determine the use and disposition of all gifts unconditionally.

Donated or purchased copies of books written by local authors are accepted at the library; however, inclusion within the library collection will be determined by professional staff following the general selection criteria. The Library does not purchase unsolicited materials or act in lieu of professional review sources. The Library accepts donated copies of self-published books but does not guarantee inclusion in the collection. Items donated to the Library become the property of the Library and may not be returned to the donating party. Self-published and Vanity Press titles are held to the same criteria as any other work the Library evaluates for the collection.

Local authors, self-published authors, unsolicited materials

Materials submitted by local authors, self-published authors, and unsolicited materials from publishers will be considered for inclusion in the library collection using the General Criteria for Materials Selection.

Copyright

The South Kingstown Public Library, in recognition of the importance of intellectual property rights, adheres to copyright regulations, as defined by Title 17 of the US Code.

Review of the Policy

This policy shall be reviewed periodically by the Director and Board of Trustees. Prior to that meeting, the librarians shall review the policy. If there are sections requiring revision, they shall be presented at that meeting to the Trustees for acceptance into this policy.