



Collection Development Policy Kuna Library District

The collection development policy of the Kuna Library District supports the general mission of the Library, the Library Strategic Plan, the *Library Bill of Rights** and the *Freedom to Read Statement**. All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.

The Library will:

- Provide a collection that anticipates the needs and numbers of potential users
- Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collection
- Consider the need for all subjects covered and viewpoints expressed
- Consider the effect that subjects and viewpoints selected have on developing a balanced collection
- Consider the appropriateness to scope of the collection as it is developed
- Accept only donations that are outright gifts
- Oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

Selectors will consider these characteristics when selecting:

- Literary or stylistic quality
- Reputations, qualifications, and significance of author, producer, or publisher
- Accuracy, currency, timeliness, and validity
- Attention of critics, reviewers, awards and public
- Physical quality and effectiveness of format and appropriateness of format to subject
- Cost, as measured against competing materials on the same subject
- Availability of discounts and efficiency in vendors used for purchasing
- Suitability for intended audience
- Availability of subscriptions and standing orders for popular materials, reference and nonfiction items published or released annually

The Kuna Library District staff uses the Dewey Decimal Classification system and Library of Congress subject headings to place materials in the proper subject area and assign them to shelving categories. Selectors take into account age recommendations in reviews as they assign classification(s) of materials.

**As adopted by the Council of the American Library Association*

The Kuna Library District's shelving areas are divided into sections such as, but not limited to, Easy Reading, Reference, Fiction, and DVD's for ease of use, although patrons of any age may utilize materials from all sections of the library. It is the responsibility of parents or legal guardians, not Kuna Library staff, to monitor library use by minors.

No material will be excluded from the selection because of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, educational background and/or socio-economic status of the creator of the work.

Expressions of Concern and Reconsideration of Materials:

The library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. Kuna Library District does not endorse particular ideas, beliefs, or views. While patrons are free to reject for themselves what that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Kuna Library District Director and the Board of Trustees are aware that patrons may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by our patrons. Patron concerns will be dealt with promptly and courteously as detailed in the following process.

- The Kuna Library District staff will listen to the concern and assist the patron in finding a different item that interests the patron.
- After discussion with the Library staff member, a patron who requests further action will complete a "Request for Reconsideration of a Library Resource" form, (available at the circulation desk or at the libraries website) which will be submitted to the Director.
- The Director will contact the patron and schedule an appointment to discuss the completed "Request for Reconsideration of a Library Resource" form.
- After the scheduled appointment, the director will review the materials under consideration and communicate its decision to the patron in writing within 15 business days.
- After the director has made the decision, an individual or group still seeking further action may appeal the decision and will have their "Request for Reconsideration of a Library Resource" form considered by the Board of Trustees at a regular meeting.
- The Board of Trustees will make a final ruling on the concern and send a written response to the individual or group.

Request for Reconsideration of a Library Resource

Kuna Library District

The Kuna Library District recognizes the right of the individual or group in the local community to make their objections known to the library. Patrons wishing reconsideration of library resources must complete this form and return to: **Kuna Library Director 457 N. Locust, Kuna, Idaho 83634**

Author: _____ Date Of Request: _____

Title: _____ Publisher: _____

Format: _____ (Book, CD, Audiotape, DVD, etc.)

Your name: _____ Telephone # or email _____

Address: _____ City: _____ Zip Code: _____

1. How was the resource brought to your attention? _____

2. Do you know or have you read anything about the author? _____
3. Did you read, view, listen or etc. the entire resource? ____ If not, which parts? _____
4. Are you considering the resource as a whole? _____
5. What, in your opinion, is the theme of the resource? _____
6. What do you object to in the resource? (Please be specific, cite pages, songs, etc. continue on back if necessary) _____

7. Have you read or heard any reviews of the resource? _____
8. In your opinion, is there anything constructive about the resource? _____
9. What alternate work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____
10. How would you like the library to respond to your request about the resource?

Signature