



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** which affirms protection of Constitutional First Amendment freedoms.

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 diverse and inclusive collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences
- 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 availability of the same, or similar, materials in other libraries or agencies.
- 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
- Withdraw items from the collection that are worn, damaged, outdated, duplicate, no longer accurate, or no longer used

Selectors will consider these characteristics when selecting:

- Literary or stylistic quality
- Content created by and representative of marginalized and underrepresented groups
- Reputations, qualifications, and significance of author, producer, or publisher
- Accuracy, currency, timeliness, and validity
- Attention of critics, reviewers, awards and public
- Resources from self-published, independent, small, and local producers
- 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, Young Adult, Teen, Fiction, and DVDs 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:

Pursuant to Title 33, Chapter 27 of the Idaho Code, the Board of Trustees has among its powers the authority to establish policies for the governance of the Library. The responsibility for selection of library materials rests with the library staff as assigned through the Library Director.

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. Removing library material solely on the basis of its content may amount to censorship in violation of the First Amendment.

The Kuna Library District is a member of the Lynx Consortium, sharing and receiving materials from the other member libraries. Requests for reconsideration are only accepted from Kuna Library District residents for Kuna Library District owned materials.

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 30 business days. The Director shall consider each work as a whole, and individual passages will not be treated out of context. The Director will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable. No materials shall be excluded from the library's collection solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets the criteria outlined in this policy.
- 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 ruling on the concern and send a written response to the individual or group. The decision of the Board is final.



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. How does this material not meet the criteria identified in the Collection Development Policy? _____

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