Overbrook Public Library

Collection Development & Management Policy

***Mission and Purpose of the Library Collection***

The collection of the Overbrook Public Library is made up of both physical and electronic items and includes, but is not limited to books, dvd’s, audiobooks, playaways, videogames, oversized books, music cd’s, bakeware items, computers, laptops, and tablets. The collection services the needs and interests of the larger Overbrook community of patrons and visitors as well as the Northeast Kansas Library System (NEKLS) consortium of libraries. The collection assists the library in accomplishing its stated mission:

***The programs and services of the Overbrook Public Library provide its many constituents equal opportunity access to educational, informational, cultural, technological, and entertainment resources in an attractive comfortable environment****.*

Furthermore, the library collection shall reflect the values of intellectual freedom.

***Collection Selection***

 Who.

The library director is solely responsible for the entire collection, and in recognition of the small numbers of paid staff at Overbrook, the director is generally responsible for overseeing the purchase of materials, approving the addition of donated materials to the collection, or delegating the purchase of materials to other staff. However, every staff member has the opportunity and responsibility to suggest materials for inclusion.

The library director and the staff take all requests for items to be added to the collection seriously and in most cases patron requests can be honored, as the library’s mandate is to service the needs of the community, as facility space and budget restrictions allow. Private citizens or patrons do not have the right to unilaterally add items to the collection by placing them on the shelves or by insisting the library staff approve their gifts or purchase items.

 Criteria

The Overbrook library is mandated by its agreements with NEKLS to spend at least 12% of its operating budget each year on new library materials. In addition, in terms of numbers of cataloged items the library is mandated to add at least 4% annually to its current total collection. Donated items do not count towards the 12% expense requirement but may count for achieving the 4% rule.

The following criteria to be used in material selection shall include but not be limited to:

Local popular taste in recreational materials.

Specific requests from patrons.

Materials for particular groups: early readers, children, young adults (generally aged 12-19), adults, male, female, etc..

Material award/recognition that can include: New York Times or Amazon best sellers lists, Newberry, Caldicott, Christy, Golden Spur awards, etc.

Book Lists such as BookPage, etc.

NEKLS/Koha Holds Ratio lists (which indicate what items people are requesting the most).

If a work is part of classical literature (e.g. works of Shakespeare, Jules Verne, William Faukner).

***Weeding Practices***

The library director is generally responsible for making sure the library attains its mandated goal of weeding at least 3% of the collection annually, which is approximately 600 to 700 items.

 Criteria

The reasons for removing a cataloged item from the collection shall include but not be limited to:

Condition. Books with missing, torn pages, jacket covers torn or faded beyond repair. Extreme wear, broken book spines, stains, water damage, or unattractiveness/eyesore. Is this an item that due to its condition turns people away?

Currency. Out-of-date medical items, diet fads, technology, nonfiction items that have been succeeded by newer editions. **Note**: Some dated materials may have local and/or historical value and can be evaluated from a rare book perspective or of particular value to the local community.

Relevancy. The needs of the community may indicate a particular item is not longer relevant especially if space is needed for more relevant or in-demand materials.

Frequency of Checkout. With notable exceptions, books and materials that are never checked out and are only there to fill up space is not a valid criteria for being kept in the collection. A book or material not checked out in the past three years shall be considered a candidate for weeding. Some works of classical literature are rarely checked out but are culturally and educationally useful to keep in a diversified collection.

Space Considerations. There is only so much space to place items and if there are multiple materials on the same subject, then a determination must be made as to how useful an item is for the space it takes up and the number of subject-related items.

Discarded Items

Materials weeded from the collection shall be disposed of according to the decisions and directions of the library director and the staff. Materials may be disposed of, donated to the Friends of the Library, or given to local groups or individuals with connections to other literacy needs (e.g. local schools, daycare centers, special private collections, etc.).

In general, it will not be the responsibility of the library staff to attempt to return discarded donated items to the original donors.

Library materials with memorial plates or statements are subject to the same rules for weeding as all other materials.

***Gifts and Donations***

Gifts and Donations of Materials to the library**.**

Gifts or donations of new or used books or other materials are accepted with the understanding that they may be used or disposed of as the Library determines appropriate. Determining “appropriate” means using the same criteria set forth in this policy for the purchase of Library materials.  Gifts that are not added to the collection may be given to the Friends of the Overbrook Public Library, given to other organizations, or properly disposed.  The Library may NOT provide (prohibited by law) an appraisal of the items to the donor (for tax purposes).  The library director and the Library Board shall consider gifts of items other than materials or money, not covered by written policies.  The Library reserves the privilege of using cash donations in a manner that will best serve the operation of the Library and its service to patrons.  If cash donations are made with requests for specific materials to be purchased, the librarian shall fill the request as seen appropriate.  Gifts made to the Library become the sole property of the library and remain so until a decision is made as to the appropriate disposition of such items.

Memorial Gifts and Recognition

The library director, sometimes with the advice and/or approval of the library board, will make the final decision as to the acceptance of donations of large durable goods such as furniture and equipment. If appropriate and requested, it is acceptable for recognition to be given with a plate or plaque affixed to the gift. With large durable goods, the library director and the giver will work out the wordage and/or details of the memorial device but the library retains the right of final approval for language and placement of memorials on items displayed to the public.

Collection items are a separate category of gift donation. It must be kept in mind that collection materials with personalized language in them, such as memorial labels, do circulate outside the library to potentially any other library, especially the Northeast Kansas Library System. Regarding books or any other resource that are donated or designated as memorial gifts, the library director has the final say as to the addition into the collection, using standard professional criteria and the needs of the library.

The library staff will hear any patron request, but for any material, donated or otherwise designated, the library will be solely responsible for placing the memorial bookplate or appropriate sized label on the inside of the front cover or front endpaper. The bookplate or label will be small (e.g., business card size or address label size), simple in design, and use standard language. The library director will keep the bookplate or label design, style, and language as uniform as possible over time. Patrons that are unsatisfied with the director’s decision can appeal to the Library Board chairperson or board.

 For example,

“This book was donated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.”

“This book was donated by \_\_\_\_\_\_\_\_\_\_\_\_\_ in memory of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. On Date”

***Interlibrary Loan (ILL)***

The Overbrook Library uses and participates in the Share-It program for Interlibrary loans. The library abides by the conditions of belonging to the program and both sends and receives materials according to stated protocols. NEKLS consortium loans and borrows may also be referred to as interlibrary loan material.

***Citizen/Patron Challenges to Collection Materials***

The Overbrook library shall follow the American Library Association guidelines on the challenge of an item in the collection or its physical placement within the library and in accordance with its stated principles on intellectual freedom. In general, a member of the community has the right to challenge the presence of materials on the shelf, or its placement within the collection and this act on the part of the citizen is generally not regarded as censorship. Censorship is defined by the ALA as “a change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.”

(From <http://www.ala.org/bbooks/challengedmaterials>)

In general, challenges to materials from the public can occur at four levels:

 Expression of Concern

 Oral Complaint

 Written Complaint

 Public Attack.

If any of these challenges come to the attention of the library director, he or she shall give due consideration to the challenge and make a decision regarding what is to be done, taking into account principles of intellectual freedom.

If the challenger is not satisfied with the results of their challenge from the library director, they can request that the local Library Board consider the matter. The library director is responsible for alerting the Library Board to challenges to the contents of the collection.

***Circulation Practices***

The Overbrook Library uses the open-source software Integrated Library System software program Koha, as part of the NEKLS consortium. The Overbrook Library has a shared catalog with the other members of the NEKLS consortium, and while member libraries set their own local rules in many instances, some rules are set at the consortium level. For example, it is universal that videogames are only allowed to be checked out for one week with no renewals.

A person who has an account at Overbrook can use that account at all member libraries to checkout materials. Materials can also be returned to any consortium member. For this reason a person with a NEKLS library account can only have one account. If a staff member discovers a person has more than one NEKLS account, then the library must take action to correct the situation.

 Patron Confidentiality and Privacy

The Overbrook Library adheres to the stated NEKLS Patron confidentiality and Privacy agreements and practices. See Appendix 3 for details.

“NExpress libraries have adopted the following guidelines concerning the use and disclosure of information about library patrons:

Any information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual (except the individual patron in question), corporation (except for collection agency purposes), institution or government agency without a valid process, order or subpoena.

Specifically, no information will be shared regarding or including:

1. A patron’s name or library card number (or whether an individual is a registered borrower or has been a patron);
2. A patron’s contact information, to include addresses, phone numbers and email addresses;
3. Any information regarding a patron’s current or past borrowing history;
4. The library’s circulation records and their contents;
5. The library’s borrower’s records and their contents;
6. The number or character of questions asked by patrons; and
7. The frequency or content of patron’s visits to the library, unless related to a library-imposed or legally-imposed restriction.”

 New library cards/accounts; card replacement, checkout practices

A child must be at least six years of age to get a library card at the Overbrook Library, and this card can only be issued with the legal guardian present and completing the library’s account information form.

When a card is issued, the person on the account must be physically present and noted by the library staff (e.g. we will not issue 4 cards to only one individual present for their whole family).

In general, it is expected for a person to check out only on their own account and a person can only have one account at the Overbrook Library which is a part of the NEKLS.

For underage patrons, parents and legal guardians can restrict use of computer internet and films upon request. The library staff member has responsibility for checking materials against the account restrictions.

A patron can receive a new card replacement at no charge.

All card/account holders are expected to have their address information and at least one contact method (phone number, email address) up to date.

 Who can check out on a patron’s account

A Patron is expected to check out materials only on their own account.

Patron accounts are not intended to be interchangeable with anyone else. In general, a parent is not to use their children’s account(s) to check out materials for themselves and vice versa. In general, a person cannot check out on another person’s card or account when that person is not physically present.

Exceptions:

An authorized person can pick up items on hold for another person, but the person picking up items is not then to use that circumstance as an opportunity to check out items on that person’s account for themselves or another family.

A spouse or significant-other adult can use their spouse’s account so long as the account record indicates they have permission.

A person with a restricted account is forbidden from checking out on another person’s account until their own account is cleared for use again.

The library will exercise all due diligence in confirming patron’s identities and making sure only authorized persons are allowed to check out materials. Occasionally, patrons may be asked by the library staff member on duty for identification in the form of photo ID’s and or billings that confirm addresses.

 Material Loan Duration, Number of items, Renewals

**Check Out Limits Per Account**

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | Number of Items | Length of checkout | # Renewals\* |
| Books | No Limit | 21 Days | 2 Renewals |
| Audio Books & Playaways | 6 | 14 Days | 2 Renewals |
| DVD’s | 6 | 7 Days | 1 Renewal |
| Video Games | 2  | 7 Days | None |
| Magazines | 6 | 14 Days | None |
| Bakeware | 4 | 14 Days | 1 Renewal |

\*Renewals are allowed so long as there are no holds on the item(s)

The Overbrook Library does not charge late fees for overdue items.

 NExpress Holds & Courier System

According to the NExpress user agreement, Overbrook patrons with materials on hold supplied by other libraries can be held for seven days, and then must be returned to the supplying library. An item might be held for an additional day or two at most if the patron confirms that they intend to pick the item(s) up within that time frame, and there are no other holds on the item(s).

 Overdue, Lost or damaged materials, charges, consequences

It is standard Koha rules that an item overdue for 30 days will automatically place restrictions on the account. It is standard Nexpress policy that items not returned after 45 days shall be automatically declared lost by the Koha Integrated Library System (ILS).

If a material belonging to another library is lost or unreturned, it is the owning library that has the right to decide what the cost is for the material.

Patrons who check out materials are responsible for returning said items to the library. If a patron disputes the items on their account, the library will attempt to confirm if an item is present within the library, but if the item remains missing the patron will be responsible for paying for the item(s).

Patron are entitled to a refund if they return the item or the item is found.

All patrons who have unreturned items are expected to pay the standard fee or cost associated with each catalog item. The library will not accept the donation, exchange, or barter of other items for unreturned cataloged items in lieu of the stated charges.

While there will be variations depending on individual circumstances, Patrons with overdue items shall be called, emailed, or possibly receive letters from the library staff.

Patrons with items overdue for 4 weeks shall receive a written notice. Patrons with items overdue for 8 weeks shall receive a second written notice. Patrons with items overdue 16 weeks or more shall be notified that possible collection or state tax garnishments may be pursued.

In extreme circumstances, after all repeated attempts of contacting patrons for overdue items have failed, then the library director or staff has the option of pursuing collection or state tax garnishment procedures. Generally these options will not be pursued unless a material amount of $50 or more is involved.

Appendix 1 – Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](http://www.ala.org/advocacy/intfreedom/iftoolkits/ifmanual/intellectual).

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations).

Appendix 2 – Freedom to Read Statement

The following is a partial quote from the original document found at

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the pub lic interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix 3 – NEKLS Patron Confidentiality & Privacy Practice

**Patron Privacy and Confidentiality Statement**

**NExpress Libraries**

    In recognizing a library’s position of special trust with members of the public, the NExpress member libraries wish to clarify their policy and responsibility with regard to confidential information about patrons and patron use of library resources that comes into a library’s possession.

    As the choice of books and other library materials, along with the use of the informational resources of the library, is essentially a private endeavor on the part of each individual patron, a NExpress library shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential.  For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, or the questions they ask.  The awareness of existence of such a possibility inhibits free usage of a library, its resources and facilities, and is contrary to the ALA Library Bill of Rights and Freedom to Read.

    Therefore, NExpress libraries have adopted the following guidelines concerning the use and disclosure of information about library patrons:

**Any information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual (except the individual patron in question), corporation (except for collection agency purposes), institution or government agency without a valid process, order or subpoena.**

**Upon presentation of such a process, order or subpoena, the library shall resist its enforcement and immediately refer the matter to the NExpress Administrator at NEKLS.  If a proper showing of good cause has been made in a court of competent jurisdiction, NEKLS will directly work with law enforcement to resolve the matter.**

**Specifically, no information will be shared regarding or including:**

1. **A patron’s name or library card number (or whether an individual is a registered borrower or has been a patron);**
2. **A patron’s contact information, to include addresses, phone numbers and email addresses;**
3. **Any information regarding a patron’s current or past borrowing history;**
4. **The library’s circulation records and their contents;**
5. **The library’s borrower’s records and their contents;**
6. **The number or character of questions asked by patrons; and**
7. **The frequency or content of patron’s visits to the library, unless related to a library-imposed or legally-imposed restriction.**

**While it is the position of the NExpress consortium to not disclose information about library patrons to anyone except the individual in question, any member library’s policies may reflect a local community standard which permits account access to parents and legal guardians serving as guarantors for minor children accounts.  In some public libraries, the privacy rights of minors may differ slightly from those of adults, often in proportion to the age of the minor.  The legitimate concerns for the safety of children in a public place can be addressed without unnecessary invasion of minors’ privacy while using the library.**

**Libraries that mail newsletters or other informational pieces to patrons must not use the delivery address information from a patron’s library records without his/her written permission.**

**Any receipts generated with patron information will be destroyed within a reasonable amount of time.**

All NExpress library employees and volunteers are hereby instructed to comply with these guidelines and those defined in the NExpress Computer Security Policy.  NExpress libraries recognize that it is only through adhering to these guidelines that members of the public can maintain their confidence in our libraries.  It is this confidence that is vital to the library’s role in the community and the community’s right to know.

    All NExpress library employees and volunteers will annually review the *Patron Privacy and Confidentiality Statement* and acknowledge review by signing and dating (see below).