



Material Selection and Collection Development Policy

Approved by the Lawrence Public Library Board of Trustees on 08/19/1996. Revised 04/18/2001; 12/18/2006; 09/21/2015; 08/15/2022. Proposed review date: 8/18/2025.

Introduction

1. Purpose of the Collection Development Policy

The purpose of this document is to inform our community's understanding of the purpose and nature of Lawrence Public Library's [hereinafter referred to as "the Library"] collection as well as provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

2. Library Collection Objectives

The primary objective of the Library's collection is to meet the informational, intellectual, cultural, and recreational needs of the community. The Library selects materials to meet the diverse interests of our community in accordance with the Library's Equity Commitment Statement.

Selection of materials for the Library's collections reflects the community's needs and interests. The use of existing materials also provides a helpful indicator of the potential appeal of new selections and is therefore closely monitored. Staff considers data such as checkout statistics, suggestions for purchase, and number of holds placed on materials to inform the selection process.

In general, the Library's collection emphasizes up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Collection guidelines typically give preference to general treatment that support informal study over those that are specialized, scholarly, or intended for professional use. Textbooks are not generally selected.

While a limited number of selections are made for research use in the Helen Osma Local History Collection and the reference collection, for the most part, materials are intended for public use and circulation. The Library strives to add materials in new formats as they become commonly used throughout the community

3. Controversial Material

The Library selects representative material espousing various points of view, so that the free individual may examine a variety of presentations and make their own decisions. The Library seeks to provide materials that represent differing approaches to issues of a controversial nature. The selection of any given material is not an endorsement of the creator's views.

4. Responsibility for the Selection and Management

The responsibility for materials selection and management rests in the hands of the Library's governing body—the Lawrence Public Library Board of Trustees [hereinafter "the Board"]. The Board delegates the selection and management of materials and development of the collection on a day-to-day basis to Library staff.

Guidelines and Review Sources

1. General Selection Guidelines

Collection Development staff use their training, knowledge, and expertise, along with the following general guidelines to select materials for the collection:

- Extent of current or anticipated popular demand, professional reviews, and publicity
- Relevance to community needs and interests
- Suitability of subject, writing or artistic style, and reading level for the intended audience
- Reputation and qualifications of the author, artist, publisher, or producer, with preference generally given to titles vetted by the editing and publishing industry
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relationship to the existing collection
- Value of material in relation to cost
- Availability from established library vendors
- Library materials budget
- Suitability of format for library circulation and use

- Availability and accessibility of the same materials from another library.

2. Recommendations from the Public

Library staff give serious consideration to suggestions from the public concerning possible purchase of materials and use the same guidelines that inform decisions on all other materials the Library purchases. Patrons can submit suggestions using a form made available to facilitate this process.

3. Duplicates

To meet demand, the Library may purchase materials in quantity for mass use and limited retention. In addition, the Library purchases additional copies of materials based on a ratio of holds to copies.

4. Review Sources

Collection Development staff use reviews from professionally recognized publications as their primary source for materials selection. Additionally, library staff may consult local and national media, booklists by recognized authorities, and the advice of experts in specific subject areas.

5. Material Types

Library staff consider the addition of new material types to the collection when industry reports, national survey results, and local requests indicate a demand for a new format and a significant portion of the community has the capacity to make use of it. Other factors that are considered include availability, cost, maintenance needs, and the Library's ability to acquire, process, store, and circulate items when adopting or discontinuing formats.

Gifts and Tax Deductions

The Library accepts gifts or donations of books or other materials with the understanding that they may be used or disposed of as the Library staff deems appropriate, using the guidelines set forth in this policy for the purchase and maintenance of materials. Donated materials should not be expected to be returned to the donor. Staff also consider the costs associated with processing materials for use in the collection as well as the condition of the gift material. Gifts that Library staff choose not to add to the collection will be given to the Friends of the Lawrence Public Library. Under existing law, gifts to the Library may be deductible, however Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor.

Interlibrary Loan and Cooperation

The Library cooperates with the State Library of Kansas and regional and national systems to provide interlibrary loan service to its patrons. Interlibrary loan is not intended as a substitute for providing books and other materials in frequent demand, but as a means to supplement the collection by providing access to those materials which are less frequently requested, no longer available for purchase, or outside the guidelines set forth in this collection development policy.

Access to Materials

1. Commitment to Intellectual Freedom

The Board and staff believe that the right to read and view is an important part of the intellectual freedom that is a basic to democracy. American Library Association's Freedom to Read Statement (Appendix A), Freedom to View Statement (Appendix B), and the Library Bill of Rights (Appendix C) guide the Library in the selection of materials for its collection. The Board has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

2. Access

The Library assures free and open access to its holdings. Adults and minors alike may use all collections of the Library. Responsibility for reading and viewing activity of minors rests with their parents or legal guardians. The Library does not intrude on that relationship.

Processing and shelving of materials does not reflect a value judgment. The Library uses directional and information labeling to make it easier for patrons to locate and select materials; it does not use labels to discourage use or suggest moral or doctrinal endorsement. The Library shelves all physical materials in their proper order on open shelves, freely and easily accessible to the public, with the exception of a limited number materials used for reference and programs, and when curatorial or environmental requirements are exceeded.

3. Reconsideration of Library Materials

A patron may request reconsideration of a library item by completing a Request for Reconsideration of Library Materials form which can be found on the [Policies](#) page of the Library's website.

If the patron is not satisfied with the outcome, they may appeal the decision to the Board for consideration. In the event of such action, the Board's sole responsibility will

be to determine whether the Library Director's decision was in compliance with this policy. The Board's decision will be final.

Maintenance of the Collection

1. Evaluation

The Library evaluates the materials in its collection on a regular basis to determine if the collection meets the needs of the community. Methods used may include: analysis of turnover rates, circulation statistics, checks of holdings of titles from selected bibliographies, or other means.

2. Material Withdrawal Policy

The deaccessioning of materials is an integral part of the collection development cycle. In general, the Library is informed by the guidelines set by the [CREW Method](#), a standard developed by the Texas State Library and Archives Commission used by small and medium-sized libraries across the U.S., with exceptions and additions as noted in the Collection Development Manual. Age, usage, and the following factors are considered in decisions to withdraw items from the collection:

- Dated or no longer of interest
- Worn beyond repair
- Superseded by a newer edition
- Irrelevant to community needs
- Easily available elsewhere

In addition, staff may withdraw items from the collection if the curatorial or environmental requirements exceed the resources of the Library.

3. Disposition of Withdrawn Materials

Withdrawn materials in acceptable condition will be given to the Friends of the Lawrence Public Library for sale. Materials that are deemed to be too damaged for sale by the Friends of the Lawrence Public Library will be recycled accordingly.

4. Replacements

Replacements for items that have been withdrawn because of loss, damage, or wear are not made automatically but are decided based upon general selection guidelines. Damaged books of intrinsic value that are no longer in print or that have high replacement costs may be mended if the physical conditions permit.