Goddard Public Library Collection Development Policy

**Legal Authority** – The Goddard Public Library is a public library organized under the laws of Kansas and authorized under K.S.A. 12-1219 et seq. to acquire by purchase, gift or exchange, the materials and equipment deemed necessary by the board for the maintenance and extension of library services.

**Library History** – The Goddard Public Library was organized by the Goddard Woman’s Club in March of 1969. It joined South Central Kansas Library System in 1971. In 1985, the City of Goddard presented a bond issue for a new library building. The Library was then considered the municipal library and was no longer run by volunteers from the Woman’s Club. It hired its first MLS Librarian in April of 2019 and saw incredible growth in outreach, programs, services, and partnerships.

**Community Demographics & Needs** - The City of Goddard consisted of 5083 individuals at the time of the 2020 census. Currently, the population is estimated at 5373 and growing rapidly. There are currently six new developments in process, with others awaiting approval. Goddard does not have a very diverse population (census.gov).

<table>
<thead>
<tr>
<th>Demographic</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>White alone, percent</td>
<td>94.1%</td>
</tr>
<tr>
<td>Black or African American alone</td>
<td>0.2%</td>
</tr>
<tr>
<td>American Indian and Alaska Native alone</td>
<td>0.0%</td>
</tr>
<tr>
<td>Asian alone</td>
<td>0.1%</td>
</tr>
<tr>
<td>Native Hawaiian and Other Islander alone</td>
<td>0.0%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>4.8%</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>6.9%</td>
</tr>
<tr>
<td>White alone, not Hispanic or Latino</td>
<td>89.5%</td>
</tr>
</tbody>
</table>

To reach a larger percentage of minorities, the library serves one school located out of district and contacted us for services. This school is in a very diverse neighborhood in Northwest Wichita. 54% of the student population is minority and 78% qualify for free or reduced lunches. These percentages are both above the average for the state of Kansas.
Because a major highway goes through the middle of Goddard, the North and South sides are extremely divided. The schools have rivalries that are at times perpetuated by school staff. The library is located on the south side of Goddard, making it challenging to serve the North side residents. The launch of our Mobile Library will help us breach this division.

The needs of the community are many. Since it is growing so quickly community amenities are important to families with young children moving into the area. Because of the economic environment at the moment, libraries and their programming and services are more needed and valued than ever.

Specific needs are early literacy skills development, easier access to services and programs, outreach to senior communities, activities and programs for teens by teens, fun and engaging programs and services, a variety of materials for loan, support from local businesses and for local business, more weekend and evening programming. For our out-of-district school, checking out materials so that children can have books at home is very important, as well the need for extra enrichment activities. During COVID, the big need was for interaction and access. We provided this virtually and over the phone.

*Library Mission & Vision* - The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning. Vision – The Goddard Public Library will be an integral part of the community, empowering our citizens by providing resources and activities that enrich, enlighten and inspire.

*Motto: Always Imagine More …. 
Goals of the Collection – Shall be as follows:

- To keep a current and relevant collection
- To serve as the primary resource center for the area
- To support and enhance educational, civic, and cultural activities
- To assess community needs and provide materials and programming to meet those needs using the GPL Annual Survey deployed at community events.
- To serve all members of Goddard and the surrounding area of Sedgwick County, those within the state of Kansas and all others who require our services
- To be a central and integral part of the community we serve
- To curate a diverse, equitable and inclusive collection
- To use creativity, enthusiasm, empathy, compassion and kindness in all that we do

Updates approved 3/14/2022
Selection Criteria and Review Sources

- Responsibility for Selection: While the overall legal responsibility for the materials selection policy lies with the Goddard Public Library Board, the Board delegates to the Director the responsibility for selection of materials and the development of the collection. The Director works with the other staff members to design the selection program for the Library.

- General criteria for collection development includes, but is not limited to:
  - Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
  - Reputation of the author, artist, publisher or producer
  - Suitability of subject, style and reading level for the intended audience
  - Current appeal and popular demand
  - Diverse authors and works will be given the same priority for selection as other material. Opening up access to diverse voices is one way libraries help combat censorship and expose patrons to the wider world
  - Present and potential relevance to the community needs
  - Availability or scarcity of materials on the subject
  - Value of the material in relation to its physical durability

Fiction: In addition to the General Selection Criteria above, the following criteria are often used for acquisition of fiction:

  - Plausible plot and good plot development
  - Effective characterization
  - Imaginative writing and originality
  - Literary merit
  - Accurate description of the particular era or country in which the story is set
  - Accurate descriptions of diverse and underrepresented characters
  - Ability to sustain reader’s interest
  - Significant contribution in a new or special way if a new edition
  - Hardcovers are preferable when available

Children’s Materials: The following criteria, when applicable, are considered when selecting materials for the children’s collection:

  - Appropriate materials to meet the needs and interests of children from infancy to sixth grade
  - Materials of interest to adults concerned with these age groups
  - Variety in points of view to enable children to better understand their world
  - Materials that reflect cultural diversity and have characters that accurately represent diverse and underrepresented communities
  - Materials that reflect the wide spectra of reading comprehension and maturity levels of children served.
o Hardcovers are preferable when available

Young Adult: The following criteria, when applicable, are considered when selecting materials for the Young Adult collection:

o Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group (middle school through high school); grades six through twelve
o Materials for recreational, popular and topical reading that may be related to the needs of students, but not school textbooks
o Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth, and independence
o Materials that reflect cultural diversity and have characters that accurately represent diverse and underrepresented communities
o A wide range of subjects, some of which could be controversial
o Hardcover are preferable when available

eResources

o Follow the above guidelines for the collection type. Analyze the Sunflower eLibrary (Libby by Overdrive) collection for addition of titles used by GPL with large wait times and purchase additional copies or similar content based on these numbers.
o Evaluate Beanstack application every 3 years to make sure it is being utilized by patrons and that Zoobean is developing new and more user friendly software.
  o KanShare application – evaluate the use of this through the KanShare consortium.

Periodicals:

o Purchase periodicals that are relevant to the Goddard area
o Purchase national periodicals that are used frequently by patrons

Non Print Materials such as books on cd, playaways, ebooks and eaudiobooks: Criteria parallel those listed for General Selection Criteria are considered as well as the following:

o Ability to be understood and articulated in an interesting manner
o Ease of access, availability
o To give patrons a variety of options for content

Videos:

o Balance popular demand with quality by basing purchases on reviews & patron/staff suggestions.
  o Good technical quality
Small need for non-fiction and documentaries to present accurate, up-to-date information of interest to patrons
Update video formats as they change (currently purchasing DVDs, Blu-ray discs)

Artwork:
Donated to the library, the library does not purchase artwork
Is by a local or regional artist or depicts subject matter specific to Sedgwick County or the region
Meets high aesthetic and professional standards
Artistic merit and reputation of the artist
Quality of interpretation and technique of the artist

Professional Development Collection:
The Library provides a professional development collection for staff and library board training and knowledge purposes.
This collection will also contain materials that may be weeded from the main collection but that can still be utilized by staff for programs, services, or knowledge.
These materials are not for general checkout. Staff and library board may check these materials out. Patrons may check out on approval of the Director.

Review Sources
Adult, Young Adult, Children: Primary sources for selecting adult materials include but are not limited to Bookpage, Amazon, Goodreads, Kirkus reviews, Netgalley, Baker and Taylor information.
Non Print Media: Review sources include but are not limited to Audio Editions, Netgalley, Amazon.

Acquisition
- Mobile Library – Most materials placed in the Mobile Library are either donations or items that are removed from the main collection from lack of circulation but with purchase dates and condition that makes them desirable to keep. There will be items specifically purchased for the Mobile Library at times and those items will be purchased as described by the collection development policy of the main library.
- Materials Not Purchased - The Library does not purchase certain types and formats of materials including software, 16mm films, textbooks, workbooks or artwork. However, based on demand and availability, the Library reevaluates on an annual basis the types of material formats it does and does not purchase.
- Replacements and Duplicates - A replacement is an item purchased to replace an identical title previously in the collection. ISBN numbers are used to
determine identical titles. The need for replacement in each case is judged by these factors:

- Number of copies available within the consortium. If a copy is lost or missing, the Library may not replace it if it owns another copy or if there are several copies owned by the consortium.

- The coverage the library has on the subject. If the Library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.

- The amount of similar material available. If numerous books are continually published on a subject, the Library may replace a missing title with a more current title.

- Circulation of the particular item. If an item has a large amount of circulation, it is more likely to need to be replaced.

- The demand for subject material in that subject area. It may be that the subject is so popular that the Library may replace it immediately.

- The availability of a particular title. If a title is out-of-print and expensive to replace, the library staff may decide not to buy it.

- When the budget permits, a copy will be ordered when request for the title from library users reaches 2 – 3 requests.

- The Library will purchase at least two copies of books used by the schools for English assignments. This allows for easier access of the students to this material.

- Recommendations from the Public - The Director and library staff will encourage library users to recommend materials for purchase. Such recommendations for purchase will be considered under the same criteria used for the purchase of other library materials.

- Gifts and Tax Exemptions - When gifts or donations of books or other materials are accepted, the Director and library staff will make the donor aware that donated materials may be used or disposed of as the library determines is appropriate. Determining “appropriate” use means using the same criteria set forth in the policy for the purchase of library materials. Gifts that are not added to the collection or used for Summer Reading prizes are placed in the Library book sale, recycled if damaged, or sent to the Union Mission for resale. Acceptance or decline of any other donations, not covered by written policies, are considered to be within the discretion of the Library Director.

- Under existing law, gifts to the Library may be deductible; the deductibility is governed by the provisions of the Internal Code of 1986 as amended. The Library does not provide appraisals of books or other non-cash items. Internal Revenue Service regulations and the Tax Reform Act of 1984 (Section 155a) clearly state that the appraiser must not be the Library that receives the donated items. Donors are required to obtain a formal appraisal if the value of donated property is valued at $5000.00 or more. If a Library sells or disposes of a gift of property or materials valued at
$500.00 or more, the Library must file Form 8282 with the IRS within 90 days of the sale or disposal.

- 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 the library users. If cash donations are made with request for specific materials to be purchased, the Collection Development Policy should be used to determine if the purchase is appropriate for the Library. Gifts made to the Library become the sole property of the Library and remain so until they are either added to the collection or until a decision is made by the Library about their appropriate use.

- Interlibrary Loan and Cooperation - Goddard Public Library cooperates with the KanShare Consortium, Kansas State Library and South Central Kansas Library System to provide interlibrary loan as an essential service to library users. Interlibrary loan, while not designed as a substitute for providing books and other materials in constant local demand, is used by the Library to make available those materials that cannot be added to the collection because of infrequency of demand, space, budget or their appropriateness for the collection.

  - The Goddard Public Library is a member of the KanShare Consortium. It is also a member of the South Central Kansas Library System which is a regional system of cooperating libraries. In accordance with Kansas Administrative Regulation (KAR) 54-1-8, “libraries participating in a regional system of cooperating libraries shall permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules”. Fees are not charged for interlibrary loan or research unless the lending library charges and such charges will be passed onto the library user.
**Challenged Materials** - When a library user requests that a library material be removed from the shelves or challenges the appropriateness of a specific material, the following procedure will be used for reconsideration of the material:

- All requests for reconsideration of materials will be handled by the Director. The Director will offer any person making such a request the opportunity to discuss the material. The person asking for reconsideration or removal must have read the material in its entirety. One book may be challenged at a time. Curated lists of books to be challenged will not be accepted as a valid challenge.
- The discussion should take place in a relatively private area of the Library. The Director will listen to the library user and then explain the general criteria of the library’s selection policies which describe how and why materials are chosen for the collection.
- If the person making the complaint wants to continue the process for reconsideration of materials after talking with the Director, they will be offered a “Request for Reconsideration of Library Materials” form (see below) to complete. The person or group making the request should be properly identified and the complaint form should be filled out in its entirety. The process for reconsideration should be explained by the Director to the person or group making the complaint and they should be informed that after a recommendation is made by the Reconsideration Committee they will be notified.
- After the Director receives the completed form, they shall appoint a Reconsideration Committee to review the request. The Committee shall consist of the Director, a South Central Kansas Library System Consultant, a Library Board member and an individual from the community who is a library user.
- After the Director’s written notification of the decision of the Reconsideration Committee and if the person or group making the request are not satisfied with the committee’s decision, the person or group may appeal to the Library Board within three weeks of notification of the committee’s decision.
- If the decision is appealed to the Library Board, the material in question and all support information concerning the decision to purchase this material should be forwarded to the Board for consideration at its next regular meeting. The Library Board’s decision will be final.
- Once the final decision is made, the same material may not be challenged for the next five (5) years in order to cut down on the time and expense used on challenges.
The Board of Directors of Goddard Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the second step in that procedure. Please first discuss your concerns with the Director. If you are not satisfied with that outcome and you wish to request reconsideration of a resource, please return the completed form to the library director, who will then share it with the Board of Directors.

Date ___________________________________________________________

Name _______________________________________________________

Address ____________________________________________________________________

City ____________________________ State/Zip _______________________

Phone __________________________ Email __________________________

Do you represent self? _____ Or an organization? _____

Name of Organization _____________________________________________

1. Resource on which you are commenting:

___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording

___ Digital Resource ___ Newspaper ___ Other

Title ______________________________________________________________________

Author/Producer ___________________________________________________________

2. What brought this resource to your attention?

________________________________________________________________________

3. Have you examined the entire resource? If not, what sections did you review?

________________________________________________________________________

4. What concerns you about the resource?

________________________________________________________________________

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

________________________________________________________________________

6. What action are you requesting the committee consider?

________________________________________________________________________

Approved by the Goddard Public Library Board of Directors 4/11/2022
**Maintenance of the Collection**

- **Weeding Policy** - In response to the changing nature of its community, the Library continuously evaluates its collections through the systematic weeding and replacement of materials. Weeding requires skill, care, time and knowledge of the materials to be discarded. Weeding eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or in demand; unnecessary duplicates; and worn out or mutilated copies. Mobile Library items that do not circulate can be withdrawn and either put in the book sale or in circulating but not cataloged items.

- **Questions to Ask When Weeding** - When weeding, the following question of a general nature are asked of each material considered.
  - What was the last date of circulation? What was the interval of time between checkouts?
  - Is the book in attractive and useful condition?
  - Is the information and presentation still accurate?
  - Is it reliable? Viewpoints and information change with time.
  - Does it have appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
  - Is it a duplicate? Older edition duplicates of once popular titles should be discarded.
  - Is it appropriate material for this Library at this time?
  - Older fiction by popular authors, series fiction and fiction classics should be given due consideration.

- **Additional guidelines and assistance in weeding may be obtained from the South Central Kansas Library System and the ALA website.**

*Currently, if material has not circulated within the last 2-3 years it will be removed from the collection to make room for newer, more utilized titles.*

**Pandemic or other Environmental issues that affect the Collection & Access**

- At times the community may face issues that need to modify the purchasing decisions of the Library. For times when the public has limited access to physical library materials there may be a need to purchase more ebooks/audiobooks.
- If patrons have limited access to the Library building, it is possible for them to place items on hold and pick them up off the holds cart which will be located in the entryway of the Library. Patrons can call to place holds or use the catalog on the Library website to place these.
- As is always available, those who are homebound may request materials and have them delivered to their residence.

*This policy will be reviewed at least every three years or when national events warrant.*

*This policy was revised and approved by the library board on February 13, 2023*