



# COLLECTION DEVELOPMENT and MANAGEMENT POLICY

Adopted by

BOYD COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

Completely Revised and Updated  
May 18, 2015

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## **INTRODUCTION**

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### **Purpose of the Policy**

This policy provides guidance for Boyd County Public Library staff as selectors of library materials and informs the public about the principles upon which decisions are made in the selection of those materials.

### **Responsibility for Selection of Materials**

The Library Board of Trustees is ultimately responsible for materials acquired by BCPL, but the Library Director actually oversees the materials selection process. The Director in turn delegates day-to-day materials selection to the Technical Services Manager who oversees the collection budget and coordinates the Collection Management Teams who select materials for all locations throughout the district.

The Collection Management Teams work within assigned subject areas and budgets while following the criteria included in the Collection Development Policies. Library staff and patrons are encouraged to make recommendations.

### **Mission Statement**

The mission of Boyd County Public Library District is

*To provide quality resources and access to information for the community.*

This statement guides the library in its development of materials, in whatever format, for the community to use.

### **Review Committee**

This Collection Development and Management Policy is updated annually or as required. The 2015 review was completed by:

Debbie Cospers, Library Director  
Kellie Nunley, Technical Services Manager

Along with input from staff throughout the year.

## SELECTION SOURCES

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Boyd County Public Library staff uses several selection tools when making purchasing decisions. Though there are many resources available, the most utilized include:

- **Ingram** (main vendor for adult, youth adult, and children's print materials)
  - Standing order plans
  - Print publication Ingram Advance
- **Baker and Taylor**
  - Leased plans
- **Large print books**
  - Ingram standing order plan
  - Cengage standing order plan
  - Center Point standing order plan
- **Book reviews**
  - *Booklist*
  - *Library Journal*
  - *Publisher's Weekly*
  - *School Library Journal*
- **Bestseller lists**
  - *New York Times*
  - *Publisher's Weekly*
  - *USA Today*
- **MidWest Tape** (main vendor for films, music, and audio books for adults, young adults, and children)
  - Website
  - Print publication MidWest Buyer's Guide and Weekly Newsletter
  - Standing order plans
  - Customized carts for DVDs including Blu-Ray, audio books, music CDs
- **Audio books** (main vendor is MidWest Tape)
  - Recorded Books standing order plan
  - Books on Tape/Random House standing order plan
- **Miscellaneous selection sources**
  - Vendor catalogs/websites
  - Patron and staff requests

Technical Services Manager meets with Collection Management Teams and selectors throughout the year. Meetings with vendors may include other staff.

## **ADULT CIRCULATING COLLECTION**

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Technical Services Manager oversees the selection of adult fiction and nonfiction books throughout the district with input from Collection Management Teams, Branch Manager, staff, and patron requests.

### **Adult Fiction**

Public interest is the primary consideration in the selection of fiction. The Library sets no arbitrary standard of literary quality. Taking into account that adults vary greatly in education, interests, tastes, and reading skills, the Library attempts to select items which will engage a wide audience of users. Literary classics will also be purchased. The Library subscribes to standing order plans for works by popular authors and popular materials. These programs help ensure that the Library has copies of high demand titles.

### **Adult Nonfiction**

Nonfiction materials are selected in accordance with the various needs and interests of the community. Currency of topic and information is a key factor when selecting nonfiction.

Other selection criteria include but are not limited to:

- Significance of subject matter
- Timeliness and/or popularity of a subject or title
- Reputation or qualifications of author, artist, and/or publisher
- Accuracy and authenticity of information presented
- Local interest (subject, author, or publisher)
- Availability of materials on the subject provision of alternative viewpoints
- Difficulty (technical jargon, reading level)
- Critical reviews available
- Purchase price
- Present and potential relevance to community needs and preferences
- Relationship to the existing collection and to other titles and authors dealing with the same subject
- Historical value, permanence, timelessness
- Quality of content and writing style
- Availability of similar material within the community and at other area libraries
- The appearance of the title or author in special lists and bibliographies
- Literary merit as expressed by reviewers
- Originality

## **YOUNG ADULT CIRCULATING COLLECTION**

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Youth Services Supervisor oversees the selection of books for teens throughout the district with input from Youth Collection Management Team, staff, and patron requests.

### **Young Adult Fiction**

Material in this area of the collection is selected to appeal to teens from middle school through teen years. The Young Adult (YA) fiction collection provides a transition from juvenile materials and then to adult materials. The collection is a reflection of the needs and interests of this age group. Emphasis is on popular titles and authors; however classics and other items which show excellence in content or style are also selected. The inclusion of titles on assigned reading lists is considered.

### **Young Adult Nonfiction**

The selection criteria for YA nonfiction are virtually identical to those used when choosing adult materials. There is a strong emphasis on resources which support the educational needs of this age group, but materials are also selected which reflect the personal interests of tweens and teens. There are many titles, series, authors, and formats specifically aimed at the teen reader, and the Collection Management Team routinely use those reviewing journals and publishers' catalogs which highlight YA materials.

## **JUVENILE CIRCULATING COLLECTION**

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Youth Services Supervisor oversees the selection for the juvenile collection throughout the district with input from the Youth Collection Management Team, Youth Services staff, Branch Manager, and patron requests.

### **Juvenile Fiction**

Materials for the fiction juvenile collection are selected to serve the needs and interests of children from infancy to middle school. Selection is made with an emphasis on introducing children to books and reading, supporting the needs of elementary school students with special attention given to recognized authors and award winning books, and providing popular authors and genres to encourage reading for fun.

### **Juvenile Nonfiction**

Materials for the nonfiction juvenile collection are selected to serve the informational needs and interest of children from infancy to middle school. As with fiction, every effort should be made to support the developmental and educational needs of children from infancy through elementary school.

This part of the collection encompasses a wide variety of topics and reading levels, but even nonfiction books for very young children should be accurate and written in a clear and logical way. Many of the same selection criteria used by adult book selectors apply to children's materials, with an emphasis on vocabulary, illustration, and age-appropriate content. Many children prefer nonfiction for recreational reading so it is important that "fact" books be appealing and user-friendly.

## PERIODICALS AND NEWSPAPER COLLECTIONS

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Public Services Manager oversees the selection of periodical and newspapers; Branch Manager selects titles for the branches. Juvenile and Young Adult magazines are selected by Youth Services Supervisor. All utilize input from Periodicals Collection Management Team, staff, and patrons.

The Library updates the periodical collections, both physical and electronic, annually. Low usage titles are removed, and new titles are added as budget allows

### Periodical Selection Criteria

The Library acquires periodicals to provide timely sources of information on a wide variety of topics. Selection criteria for periodicals are generally the same as those for books and other materials. In additions to print periodicals, the Library subscribes to electronic databases which provide annotations and/or full text for a wide variety of magazine and newspaper articles.

### Retention of Periodicals

With few exceptions, the Library does not archive periodicals. The Library observes the following retention schedule for periodicals:

Publication Frequency	Retention
Daily	7 days
Weekly	6 months
Monthly	12 months
Branches may choose to retain some titles for longer or shorter periods of time	

### Newspaper Selection Criteria

Newspapers are acquired for recreational reading, to meet reference needs, and to provide current information.

Selection criteria for newspapers include:

- Purpose, scope and audience
- Accuracy
- Local interest
- Cost
- Demand
- Availability



The Library subscribes to local, some Kentucky, and selected national newspapers. Print copies of back issues are kept for seven days. (The Library's electronic databases provide access to many newspapers for which a hard copy is not collected.) The Library subscribes to local and national newspapers. Print copies are kept for seven days with the exception of the Ashland Daily Independent which is kept until the microfilm arrives (approximately three months). Microfilm is housed in the Genealogy/Local History Room.

## REFERENCE COLLECTION

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### Reference Books

The Reference collection is overseen by the Technical Services Manager with input from the Public Services Manager, Collection Management Teams, staff, and patrons. Youth Services Supervisor has direct input for children's reference materials throughout the district.

Nonfiction materials in this area are purchased in order to provide ready access to factual, current information. Selections include, but are not limited to, almanacs, directories, encyclopedias, and indexes. Particular attention is paid to the accuracy and currency of information. Some reference titles are on standing order so that the Library can keep its print collection as current as possible.

The Library is moving to a greater emphasis on electronic information sources, reducing the number of print sources that are collected or standing orders that are maintained. This collection does not check out.

### Web-Based Reference

The Library subscribes to electronic databases to provide patrons with current information on a wide array of education, informational, and personal interest topics. Selection criteria include search functionality, timeliness, access policies, customer service, and cost. Currently the Library provides databases on the following subjects:

- Animals
- Auto
- Books and Literature
- Business
- Education
- Geography
- Health & Wellness
- Home & Garden
- Job Help
- Languages
- Science

## **GENEALOGY AND LOCAL HISTORY COLLECTION**

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### **Genealogy and Local History**

The Genealogy collection is overseen by Genealogy Supervisor who selects materials in all formats with input from Genealogy staff and patrons. This special collection emphasizes materials dealing with the history of Boyd County and, to a lesser degree, information on or from surrounding Northeastern Kentucky counties: Carter, Greenup, and Lawrence. Books are generally purchased, however other materials including photos, maps, paper ephemera, pamphlets, film, and electronic formats may also be added (very selectively) to the collection.

The library is unable to develop a comprehensive genealogy collection. However, donated works on local families and history may be added if materials meet selection requirements. Kentucky history, basic genealogy nonfiction, and how-to books are purchased but integrated into the larger nonfiction collection.

The Microfilm collection is housed in the Genealogy department which includes; newspapers, court records, vital records, military records, prison records, and census records.

The Genealogy collection is a non-circulating collection. Exceptions may be made by the Genealogy Supervisor or Director.

### **Local and Kentucky Fiction**

Fictional works written by Kentuckians or with a Kentucky setting are designated as such in the Library's catalog, but they are integrated into the regular fiction collection at each branch. Some fiction and nonfiction Kentucky author materials are collected and kept in a special collection located on the second floor hall.

### **Genealogy Databases**

The Genealogy department subscribes to electronic databases to provide patrons with a wide variety of information of marriages, obituaries, cemeteries, and family history. All Genealogy databases can be found on the library's website; some are in-house use only while others may be accessed from personal devices.

- In-house access only
  - Ancestry.com
  - Boyd County Clerk's Office
- Kentucky access only
  - Sanborn Insurance Maps

- Accessible anywhere
  - Heritage Quest
  - Genealogy Bank
  - Fold3 (formerly Footnote)
  - Newspaper Archive

### **Library Developed Collections**

The library has developed several online databases that are accessible through the library's website. These include such things as local photographic collections, obituary databases, and local history collections.

Items selected for scanning, copying, and/or uploading are overseen by Genealogy Supervisor. These collections are dependent on multiple factors such as ease of access, permission, copyright, demand, staff time, storage, and budget.

Most of these items and this information is free of charge, though requests for multiple items, detailed searching by staff, or high quality prints may be assessed a fee. See Genealogy Supervisor for more information.

## **OUTREACH COLLECTION**

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### **Outreach materials**

Branch Manager and Outreach staff oversee selecting materials for the collection. The collection serves users who are physically unable to visit the library, often these are elderly or inform. Therefore, materials for the outreach collection are selected primarily on interest with an emphasis on large type materials.

Outreach materials are a closed collection used to serve homebound patrons. The collection includes fiction, nonfiction, media, and audio materials. Materials throughout the district are used to supplement the Outreach collection.

### **Hardware**

The library purchases a limited number of playback and/or other equipment for loan to Outreach patrons only.

## AUDIO VISUAL COLLECTION

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The Technical Services Manager oversees the selection of audio visual materials throughout the district with input from the Collection Management Team, Branch Manager, public services staff, and patron requests.

### Audio Visual Materials

Non-print materials are selected to meet the education and entertainment needs of patrons. Some AV materials are selected to supplement the traditional print collection and to provide information and entertainment not available in print format. In addition to the general selection criteria, particular consideration is given to:

- Composition of the work
- Production quality
- Appropriateness of the format to the subject of the work
- Wide community adoption of format.

### AV Format Selection Criteria

- **Movies:** Emphasis is placed on popular, classic, and award winning feature films, television productions, children's features and series, and educational/instructional videos. The library purchases both DVD and Blu-Ray movies. The library also purchases pre-loaded viewers. The library purchases videos with the following rating: G, PG, PG-13, R and un-rated.
- **Music:** The library purchases a wide variety of popular music styles for recreational use for the adult and children's collections. The music collection contains physical CDs and streaming services from Freegal..
- **Multimedia kits:** The library purchases multimedia kits in a variety of formats: Playaway Bookpacks, children's audio kits in bags, and children's discovery packs. Emphasis is placed on popular titles for reluctant and new readers.
- **Audio Books:** The library collects both fiction and nonfiction audio books. Unabridged versions are preferred whenever possible (however some titles are only issued in an abridged version). Audio books are purchased for children, young adults, and adults with an emphasis on popular titles. Classic titles and other standard works are also collected. Some audio books are available in downloadable formats (see also Electronic Recourses Collection).
- **Video Games:** The library purchases videogames for the three major video gaming platforms: PlayStation, Nintendo Wii, and Microsoft Xbox. Selection depends on the popularity of a given platform and individual games based on holds and patron request. The Library does not purchase accessories (steering wheels or mock guitars, for example) that may be necessary for some games. Games and accessories are purchased for in-house consoles and Library programs. The library purchases games with the following ratings: "C" for early childhood, "E" for everyone, "T" for teen, and "M" for mature.

## ELECTRONIC RESOURCE COLLECTION

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### Hardware

The library does not purchase playback or other equipment for loan to the public but only to support programming and other in-house use.

### Downloadable Materials

Technical Services Manager oversees the selection of ematerials with input from the Collection Management Teams, Branch Manager, Youth Services Supervisor, public service staff, and patron requests. Ematerials are selected using the same criteria as adult, children's, and young adult fiction, non-fiction, and audio-visual materials.

Downloadable materials for patrons are provided through a variety of vendors:

- Adult eMaterials (includes some juvenile content)
  - 3M Cloud Library
  - Audiobookcloud
  - Freading eBooks
  - Freegal Music
  - OneclickDigital
  - Overdrive/Kentucky Libraries Unbound (a consortium where collection development is administered by the service with input from member libraries; BCPL purchases additional content available to local patrons)
  - Zinio Online Magazines
- Juvenile eMaterials
  - BookFlix
  - PebbleGo
  - TrueFlix
  - Tumblebookcloud
  - Tumblebookcloud Jr.
  - Tumblebooks

Supported formats are determined by technological limitations and by the individual publishers and producers of digital materials and devices. The Library has no control over the availability of any titles in any particular format. There are titles available for the majority of name brand mainstream electronic devices that are capable of playing digital media files, such as eReaders, smartphones, tablets, laptops and Mp3 players. The collection currently includes eAudio books, eBooks, eVideo, eMusic, and eMagazines.

## PURCHASING PROGRAMS

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### Continuations and Standing Orders

The Library subscribes to continuations and standing orders primarily from Ingram. The use of these plans allows the Library to receive high demand materials automatically at the time of publication. Collection Management Teams review continuations and standing order plans at least once annually and add or delete titles, authors, series, etc. as needed. All purchase order plans are monitored by the Technical Services Manager.

- Ingram standing orders
  - Author (Adult)
  - Author (Teen)
  - Author/Illustration (Children's)
  - Forthcoming Popular Nonfiction (Adult)
  - Inspirational Fiction
  - Nonfiction Continuations (Adult)
  - Travel Continuations
  
- Large Print
  - Gale – Cengage
  - Gale – Thorndike Press
  - Center Point
  
- Audio Books
  - MidWest Tapes
  - Recorded Books
  - Ulverscroft
  
- Media, movies, and music
  - MidWest Tapes

### Leased Collection

The library subscribes to a leased collection for the Catlettsburg Branch from Baker and Taylor. The collection has emphases on popular materials in regular and large print. Materials are rotated frequently.



## **NEW AND UNCOLLECTED FORMATS**

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### **New Formats**

New formats are studied carefully to assess suitability for library use. Sufficient time is given to determine whether the new format will receive lasting use before it is added to the collection. Requests for new formats will be directed to the Technical Services Manager who will consult with the Director and Collection Managements Teams.

### **Materials Not Purchased**

While the Library attempts to develop a solid and well-rounded collection for the use of its patrons, some materials are not purchased due to cost, format, or duplication by nearby collections. Other material may not be purchased when judged to be outside the scope of the Library's collection.

- Textbooks - Textbooks generally will not be purchased for the collection. Purchases or donations may be added for subject areas where popular books are difficult to find. They will not be ordered to satisfy the demands of a particular institution or curriculum.
- Microfilm - The Library will not purchase microfilm other than that collected by Genealogy.
- Government Documents - The Library limits acquisition of federal, state, and local government publications to those which are important for general reference or popular reading. The Library mainly relies on government websites for government document needs.

The Library will retain documents when required by local government. Such materials will be retained for three months or whatever additional time is required by the governmental agency. Other governmental documents that are supplied by an agency, but not required to be retained, may be placed in the collection at the discretion of the Library.

## **PURCHASE REQUESTS**

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Requests for items that the Library does not own may be made by patrons and staff. These requests are directed to the Technical Services Manager.

Technical Services Manager reviews these requests regularly and either purchases the items or requests them via interlibrary loan. In instances where the item is unobtainable (because of lack of availability or the item does not adhere to selection criteria), the patron will be notified and an attempt to satisfy the user through other materials will be made.

## **DONATIONS**

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### **Donated Materials**

Donated material is accepted with the understanding that only those items which meet the criteria for material selection will be added to the collection. Donations are final and become the property of Boyd County Public Library. The Library reserves the right to dispose of items that are in poor condition, out-of-date, or not needed for other reasons in the manner it deems most appropriate. Most materials the Library is unable to use are given to the Boyd County Public Library Friends for sale or disposal.

A Receipt for Donations will be given to the donor, upon request, indicating the number and nature of items donated. No value will be assigned to the material by the Library.

Except under very unusual circumstances, no gifts will be accepted that require treatment different from that given materials acquired via normal procedures.

### **Branches**

Each branch sends donated items in good condition and of current interest to Technical Services Manager. If an item is needed at one of the branches, it is processed and sent to the appropriate building. Items withdrawn from a branch may be reassigned to another branch if needed.

### **Gifts and Memorials**

The Library gratefully accepts funds for the purchase of materials. The Library will attempt to honor requests to purchase materials in a particular subject area or genre. Such decisions will be based upon availability of materials and the needs of the collection. When requested, bookplates will be placed in items purchased with donated patron funds, usually in the name of the person a donor wishes to honor or memorialize.

## **COLLECTION MAINTENANCE**

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### **Mending**

The following minor repairs are handled by Technical Services Department:

- Apply new jackets, spine labels, and/or barcodes
- Re-case broken and/or damaged media cases
- Replacement of cover art for movies, music and audio materials
- Tape damaged books for temporary repair
- Tighten or repair spine with glue or staples
- Tip in loose pages with glue

### **Resurfacing DVDs, CDs, and CD-ROMs**

The Library owns disc repair machine to refinish damaged discs.. Assigned staff repair and clean items as appropriate.

### **Replacements**

Although the Library strives to have copies of standard, important, and classic works, replacement of every copy lost to theft or damage is not attempted. Consideration for replacing a lost item is based in part on the following criteria:

- Patron demand/popularity
- Importance of the title
- Duplication at the branch
- Duplication in the system
- Availability for purchase of a current edition of the work

### **Disposal of Library Materials**

Materials that are weeded from the collection will be disposed of in a manner appropriate for each item. This may include reassignment to another branch, donation to another library or agency, or donation to Boyd County Public Library Friends for sale. Some materials will be discarded which may include recycling.

Media items, including movies, music, and games are either donated to another library or disposed of by destroying the disc. These items are not given to the Friends for sale.

## DESELECTION (Weeding)

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Regular deselection, or weeding, of the collection is essential: dated, inaccurate, and damaged items should be removed along with unnecessary duplicate copies. Finding sufficient space for the materials patrons need and want is also a priority, and weeding is often the only way to accomplish this. To facilitate regular weeding, the Library has established a schedule to review the entire collection each year. Responsibility for the weeding rests with the Public Services Manager but individual tasks may be assigned to other staff. Recommendations of the staff and the public will be considered.

The CREW Method will be used as a guide for weeding. Formulas in the CREW Guidelines consider age of the publication, number of circulations, and condition. The CREW guidelines suggest different formulas for different areas of the collection. All formulas are subject to review and revision to meet local needs.

### Weeding

A schedule is provided for the annual weeding of all parts of the collection in each building. Attention is given to each category/Dewey classification as noted below:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
900s	000s 100s	300s	500s	800s	400s	Fic	AV	700- 769	770- 799	600s	200s

The Library reviews all areas of the collection annually by use of its weeding schedule. In addition, to ensure that the Library is meeting the CREW criteria for areas which become outdated more frequently than others, each location may be given a list of important topics under each Dewey classification that deserve special attention. These topics include items that are used regularly and become dated quickly, e.g., travel guides, computer books, and materials that present safety concerns for patrons if they are inaccurate (e.g., coverage of medical treatment/diagnosis, home repair).

### Replacement of Weeded Materials

The selection of replacement materials will be done by Technical Services Manager and Branch manager.

### Disposal of Weeded Materials

Items that are weeded from the collection are covered under "Disposal of Library Materials" and may be given to the Friends for sale or discarded/recycled depending on condition. The Library does not offer any withdrawn items directly to patrons.

## **PROFESSIONAL COLLECTION**

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Professional collection materials include those materials kept by programmers for use in their programs and professional publications used by staff librarians and management.

### **Programming Materials**

These typically include copies of children's or young adult books and other formats to be used during story times or teen programming. Additionally, Children's Services librarians and programmers, Young Adult Services librarians, and Adult Services librarians may all have a use for titles providing ideas for presentations, workshops, games, and other activities. These items are cataloged but the item record is not displayed in the Public Access Catalog (PAC). Items are generally housed in the appropriate staff member's office.

### **Professional Publications**

These materials are used by library staff to inform their work. Categories include annotated bibliographies, readers' advisory services, and reviewing sources. These are entered in the catalog and displayed in the PAC but are not circulating items. (A patron would need special permission to check them out.) They are kept at the reference desk or another designated place at the owning branch.

### **Office Collection Materials**

These items include materials on computer technology/software, and other basic resources staff needs to keep on hand for everyday use. They are purchased from the materials budget and are cataloged. Materials in the Office Collection are available for patron use.

## **HIGH DEMAND ITEMS**

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Some items are in very high demand by patrons, particularly new movies and bestselling books. The “Holds Purchase Alert” is a report provided by Polaris (the library’s database) to let the staff know when additional copies of an item should be purchased.

### **Holds Purchase Alert**

Weekly, Technical Services checks the current Holds Purchase Alert report to determine when the demand for specific titles warrants the purchase of additional copies. This report includes all formats – print, film, audio books, music, and video games. Generally, the Library seeks to maintain a ratio of one copy of an item for every five holds (5:1 ratio). This ratio is used when running the weekly Holds Purchase Alert.

Ideally the video collection will maintain a 5:1 ratio for popular DVDs, but the cost per item and space considerations are also determining factors in purchasing additional copies.

When additional copies are purchased to meet demand, multiple copies are usually cataloged for the Main Branch collection.

### **Runaway bestsellers**

Each year there is a significant number of extremely popular books and DVDs. The Technical Services Manager may choose not to maintain the usual item/holds ratios if this will lead to an excessive number of copies.

# CONTENT CHALLENGES AND REMOVAL OF MATERIALS

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## Intellectual Freedom and Censorship

Boyd County Public Library is committed to the principle of freedom of information and access by all. To this end, the Library strives to offer a collection that represents the needs of the diverse community. In addition, the Library endorses the following American Library documents:

- Library Bill of Rights
- Freedom to Read Statement
- Intellectual Freedom Statement
- Freedom to View

While every user may not agree with the viewpoints in some material, the Library has a responsibility to provide a balanced collection with access to material, in a variety of formats, reflecting diverse ideas. The balanced nature of the collection is reflected in the range of materials, not in an equality of numbers. Users are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose.

Materials are not excluded because of the origin, background, or views of those contributing to their creation or because they represent a particular aspect of life, frankness of expression, or controversial subject matter. The Library does not use labels on any material in such a way nor are they sequestered as to show approval, disapproval, or judgment as to suitability of content for a particular audience.

With respect to the use of library material by children, the decision as to what a minor may or may not read, view, or listen to is the responsibility of the parent or guardian. Boyd County Public Library Board of Trustees holds censorship to be an individual matter and respects a person's right to reject material of which he/she does not approve. However, attempts to censor the freedom of others with regard to the right to access library materials will be resisted by the Board.

## Controversial Materials Statement

Selection will be based on the merits of the material in relation to the Library's collection development priorities. An effort will be made to include materials which present various viewpoints on controversial issues. The presence of an item in the collection does not indicate the Library's endorsement of its content.

## Reconsideration

Library staff use Collection Development and Management Policies, established procedures, and professional judgment in selecting, classifying, reclassifying, and deselecting items in the collection.



However, once an item has been accepted as qualifying under the established selection policies and criteria, it will not be removed from the collection unless it can be shown to be in violation of those policies and criteria. Registered card holders and Library staff may request that certain materials be reconsidered. Requests may be made for removal or reclassification (changes in labeling or movement to another section of the Library). The Director will make the final decision regarding the material.

### Request for Reconsideration Procedures

Reconsideration procedures have been established so that members of the community may express concerns about resources which are included in the library's collection. Completion of a "Request for Reconsideration" form is the first step in these procedures.

Step	Who does it	What is done
1.	Patron/staff	Completes "Request for Reconsideration" form and submits it to Library Staff
2.	Library Staff	Pulls the item; routes it and the "Request for Reconsideration" to Library Director
3.	Library Director	Reviews the "Request for Reconsideration" then routes it and the item to Technical Services Manager; patron is contacted to inform him/her of timelines and steps in reconsideration process.
4.	Technical Services Manager	Reviews the "Request for Reconsideration" form and the material to determine if the item's selection and classification follows current Library practice: <ul style="list-style-type: none"> <li>• If no, Technical Services Manager will reclassify the item;</li> <li>• If yes, then Technical Services Manager will refer the item back to the Library Director.</li> </ul>
5.	Technical Services Manager	Requests that all copies of the item are pulled from circulation by Circulation staff and delivered to Technical Services; then routes the Request and all copies to Library Director
6.	Library Director	Calls patron to inform him/her of timelines and steps in reconsideration process.
7.	Library Director	Appoints an ad hoc committee consisting of the appropriate Collection Management Team staff and two professional staff members with relevant subject knowledge.
8.	Review Team	Discusses the material and the patron's concerns. The Review Team makes a recommendation to the Library Director: <ul style="list-style-type: none"> <li>• Retain the material in the collection;</li> <li>• Retain the material but relocate it to a more appropriate section of the collection;</li> <li>• Balance the collection by adding new material providing an offsetting perspective;</li> <li>• Remove the material in question from the collection.</li> </ul>

9.	Library Director	Considers the decision of the Review Team then sends the material to Technical Services Manager.
10.	Technical Services Manager	Returns the item to the collection, changes the material's classification, adds balancing materials, or removes all copies from the collection as directed. All copies of the item are made available to the public unless the decision is to remove it.
11.	Library Director	Informs the patron, in writing, of the results of the review and the resulting decision.

Should the person(s) making the "Request for Reconsideration" not be satisfied with the results of the Library Director's review, an appeal may be made to the Board of Trustees. The appeal must be in writing and include a copy of the original "Request for Reconsideration" showing the decision by the Library Director. The Library Director will notify the President of the Board of Trustees that an appeal has been filed.

### **Consideration of Appeal**

The President of the Board of Trustees will schedule the Appeal for Consideration by the full Board no later than the second regular monthly meeting following the date the Appeal was received in the library.

The person making the appeal will be notified of the meeting time and place. Public notice of the meeting shall be given in the usual manner and all Board proceedings considering the appeal shall be open to the public.

- Within five working days of receipt of the Appeal, the Library Director shall provide each member of the Board of Trustees with copies of all information considered during the review, and will provide sufficient opportunity for each Board member to review the material in question.
- The President of the Board of Trustees may require the person appealing to provide notice at least a week before the scheduled meeting of any new information that was not considered during the review and any additional persons who wish to speak at the scheduled meeting.
- The President of the Board of Trustees is responsible for conducting the appeal portion of the Board meeting in such a manner that allows all points of view to be given fair hearing. Length of presentations by individual speakers may be limited by the President.
- A majority of all Board members must agree on any action to uphold, alter, or override the results/decision of the professional review by the Library Director.

## APPENDIX A: ORDERING CALENDAR OF SPECIAL EVENTS

Revised and Updated May 2015

Selectors attempt to order materials for Holidays, Book Clubs, and Special Events at least three months prior to the event. This time allows Technical Services adequate time to order and process the materials so that the items can be circulated at least four weeks before the event.

<b>Event</b>	<b>Date of Event</b>	<b>Order List Deadline</b>
New Year's Day	January 1	October
Income Tax Season	Jan 1 through April 15	October
Martin Luther King Day	3 <sup>rd</sup> Monday in January	October
Black History Month	February 1-28	November
Groundhog Day	February 2	November
Valentine's Day	February 14	November
President's Day	3 <sup>rd</sup> Monday in February	November
St. Patrick's Day	March 17	December
April Fool's Day	April 1	January
Kentucky Derby	1 <sup>st</sup> Saturday in May	February
Cinco de Mayo	May 5	February
Mother's Day	2 <sup>nd</sup> Sunday in May	February
Memorial Day	Last Monday in May	February
Summer reading program	June - Aug	March
Father's Day	3 <sup>rd</sup> Sunday in June	March
Independence Day	July 4	April
Labor Day	1 <sup>st</sup> Monday in September	June
Columbus Day	2 <sup>nd</sup> Monday in October	July
Halloween	October 31	July
Thanksgiving	3 <sup>rd</sup> Thursday in November	August
December Holidays	December	September

## **APPENDIX B: REGIONAL RESOURCES**

Revised and Updated May 2015

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### **Neighboring Public Library Local History Collections**

Greenup and Lawrence (KY) county public libraries both have made concerted efforts to develop local history collections. The collections are focused on collection of items relevant to their counties. This collections reside at the Main libraries.

### **Kentucky Department of Libraries and Archives**

Kentucky Department for Library and Archives (KDLA) offers a large number of materials in support of public libraries. These include professional materials on library science, thematic kits for programming, and book discussion kits. The Kentucky Virtual Library (KYVL) maintains a delivery service that provides interlibrary loan courier service throughout the academic, special, and public libraries throughout the state. KDLA provides Talking Book Library services throughout Kentucky. Many government records from the county fiscal courts throughout the state are required to be stored at KDLA.

### **Kentucky Talking Book Library**

Anyone who has difficulty reading standard print material or who is unable to hold a book and turn the pages is eligible for this service. The condition may be temporary or permanent, but a competent authority must endorse the application.

Some examples of qualifying conditions are:

- Visual: blindness, cataracts, diabetes complications, eye surgery, macular degeneration
- Physical: loss or paralysis of hand or arms, crippling arthritis, Multiple Sclerosis, print allergy, stroke

Dyslexia or other reading disabilities may qualify an individual for service as long as the condition is the result of an organic dysfunction. A statement signed by a medical doctor is needed to certify these patrons as eligible.

Headquarters for the Kentucky Talking Book Library is located in Frankfort, Kentucky in the Kentucky Department of Libraries and Archives, more information is available online.