

ARKANSAS CITY PUBLIC LIBRARY

COLLECTION POLICIES

6.1 AUTHORITY & RESPONSIBILITY FOR SELECTION

The final authority for the determination of policy to guide the selection and acquisition of library materials is vested in the Library Board of Trustees of the Arkansas City Public Library.

The end responsibility for all materials selected, as for all library activities, rests in the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.

Because it is desirable to have maximum participation of the library's staff in the selection of library materials, the Director may delegate responsibility for selection to all qualified members of the staff. Such delegation does not relieve any individual of responsibility, but rather places the initial selection function at the level where work with the public and library materials is accomplished.

All staff members are encouraged to, and the general public may, recommend materials to be considered for purchase. All recommendations are channeled through the appropriate department where they will be considered in light of selection policies and where recommendation as to the need of the item will be made.

Approved by ACPL Board on April 4, 1973. Revised and approved by Board on July 8, 2013.

6.2 COLLECTION OBJECTIVES

The objectives of the selection policy are to obtain materials for the purpose of providing information and reference assistance, supplementing educational needs, and providing recreational reading and viewing. Consideration is given to the needs of the community, the merit of each item, the library's existing collection, budget, cost and availability, space, and services.

Approved by ACPL Board on June 5, 1991. Revised and approved by Board on July 8, 2013.

6.3 CRITERIA & SELECTION AIDS

Criteria used for selection include: reliability of information, historical value, clarity of presentation, reputation or significance of author, critical reviews, reputation of the publisher, accuracy of the factual information, and the timeliness of the information. Items of doubtful value may be included on occasion for their timeliness and by popular demand.

Standard library selection aids and other appropriate sources are used, such as book reviewing journals, review databases provided by vendors, and basic bibliographies. Selectors are qualified staff, with the final responsibility resting with the Library Director and the Board of Trustees.

Approved by ACPL Board on June 5, 1991. Revised and approved by Board on July 8, 2013.

6.4 SPECIAL COLLECTIONS

ACPL – Collection Policies

Every effort shall be made by ACPL to provide materials relating to the history of the area. The library shall cooperate with the Arkansas City Historical Society, the Cherokee Strip Land Rush Museum and other organizations in selecting materials to enhance its collection of local history.

Items in the Kansas Room Collection are limited to materials of local and Kansas subject matter, both current and historical. Due to our proximity to Oklahoma, some items relating to Oklahoma and Land Rush history are included in this collection. Examples of appropriate Kansas Room Collection materials include:

Insects of Kansas
Sod and Stubble
Remembering Geuda Springs
Historic Homes of Ponca City and Kay County

Materials marked as Kansas Reference will not circulate. Items will be marked as Reference when they are:

Important to local history research. One copy will always be retained in Reference to ensure that it is available for use when all circulating copies are out. Examples include:

Blaze Marks on the Boarder by Rinehart
Second Star to the Right, and *Straight On Till Morning* by Jim Lower
Images of Cowley County

Standard Reference items, of which the Library would have only one copy, such as:

Historical copies of the Arkansas City Municipal Code
Kansas statistical booklets
Kansas Statutes

Rare items related to Kansas and local history, such as:

Rhymes of Ironquill
Hand-book of Arkansas City and Surroundings (copyright 1887)
Kansas Votes: Gubernatorial Elections 1859-1956

The Kansas Room also contains a small Genealogy Materials shelf. Some of these items are marked reference so as to be non-circulating due to cost or rarity.

Approved by ACPL Board on April 4, 1973. Revised and approved by Board October 10, 2011.

6.5 REPLACEMENTS & DUPLICATES

The library shall replace titles only after weighing each case with regard to the existence of adequate coverage in the field; other similar material in the collection, especially later and better material; and demand for the particular title or subject, depending on cost and availability. An effort shall be made to secure out-of-print materials through secondhand dealers.

Titles in the children's collection shall be duplicated occasionally in the adult department or vice-versa when they are likely to be especially useful to the readers involved. It will occasionally be feasible to duplicate current titles for which there is an unusual demand or significant materials that should always be available.

When 10 or more ACPL patrons have requested that an item be placed on hold for them, the Library will order another copy of the item, depending on cost and availability.

Approved by ACPL Board on April 4, 1973. Revised and approved by Board on July 8, 2013.

6.6 GIFTS, DONATIONS, & MEMORIALS

The Arkansas City Public Library accepts gifts for the library's collection when those items fall within needed subject categories, as determined by the Library Director and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

- The library retains unconditional ownership of the gift.
- The library makes the final decision on the use or other disposition of the gift.
- The library reserves the right to decide the conditions of display, housing and access to the materials.

Monetary gifts to the collection are welcome and may be designated as memorials.

- Donations of money designated for periodicals and newspapers are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.
- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision

The library will accept for evaluation to add gift materials to the collections only in the designated areas as listed below. All gifts must be in excellent condition. The library reserves the right of final decision.

- Fiction and non-fiction materials published in the last two years
- Fiction by classic authors
- DVDs
- Children's books
- Kansas History and Description
- Arkansas City and Cowley County History and Description

6.7 INVENTORY

The library will conduct an inventory of collections of library materials annually. The library may choose to inventory collection per year, such as non-fiction, biographies, etc., based on staffing availability. Item barcodes are scanned and processed through the South Central Kansas Automation Network system. An inventory report is submitted to the Assistant Director for review. Records are updated; items are replaced or withdrawn according to the weeding and de-selection policy.

Approved by ACPL Board on July 8, 2013.

6.8 WEEDING & DESELECTION

ACPL realizes that because space is limited, materials may become worn, or materials may become outdated, weeding is an essential part of collection development. The needs and demands for library materials and services change and our collection must continue to change also. The library has the responsibility to withdraw from the collection any materials which are excessively worn or damaged, outdated, or no longer in demand. Weeded materials may be placed in the book sale, sent to Better World Books for re-sale or recycling, donated to other institutions, or disposed of as necessary.

Approved by ACPL Board on June 5, 1991. Revised and approved by Board July 8, 2013.

6.9 RECONSIDERATION OF LIBRARY MATERIALS

The choice of library materials by users in an individual matter. Responsibility for the reading of children and adolescents rests with their parents or legal guardians. While a person may reject materials for him or her self and for his or her children, they cannot exercise censorship to restrict access to the material by others. ACPL supports intellectual freedom and endorses the American Library Association's guidelines including the Freedom to read statement and the Library Bill of Rights.

Should the question arise as to the suitability of a particular title, the person or group questioning that title will be required to submit a formal Request for Reconsideration on the form supplied by the library. Such requests should then be directed to the Library Director. The Director will ask three staff members to evaluate the material under consideration, using published reviews and the criteria for selection. Evaluators will submit their recommendation to the Director who will make a decision concerning the material. The process will result in maintaining the current status, a change in location, or removal of the title in question. The material in question will be available for circulation during this process.

The Director will notify the complainant of the decision within two weeks after the formal request is submitted. If the complainant is still not satisfied with the action taken, he, she, or they may appeal to the Board of Trustees.

Approved by ACPL Board on June 5, 1991.

6.10 TECHNICAL SERVICES

Various staff members are assigned to provide technical processing and maintenance—acquisitions, cataloging, binding, record management, Integrated Library System (ILS), etc.—for the materials acquired for Arkansas City Public Library's collections.

Approved by ACPL Board on February 12, 2018.