

Wichita Public Library Policy Manual

Collection Management Policy

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COL-001 Purpose

The purpose of this policy is to guide the development and maintenance of materials collections in accordance with the mission and vision of the Library and each branch, section and unit within the Library system; to inform the public about the principles upon which selections are made; and to demonstrate that public monies are spent wisely to meet the needs and interests of the community.

Date

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COL-002 Materials Selection Policy

The Library's core resource is its collection, supporting the mission and vision of the Library as approved by the Board of Directors and in accordance with city, state and federal laws. Material selections are considered and decided in terms of each item's excellence and the audience for whom it is intended. No single standard is applied in all cases. Some materials are judged primarily for artistic merit, scholarship or value to humanity; others are selected to satisfy the informational, recreational or educational interests of the City's diverse population. The Library strives to provide a collection in a variety of formats for a wide range of ages, interests, cultural and educational backgrounds and reading skills. The Library collects material reflecting a variety of viewpoints on controversial issues. New formats are considered when demand and viability warrant. Final responsibility for selection decisions rests with the Director of Libraries and the Library Board of Directors.

The Wichita Public Library subscribes to the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View statement as adopted by the American Library Association. In accordance with these statements, the Library recognizes that some materials may be controversial and that any given item may concern some customers. Without anticipated approval or disapproval, selections will be made solely on the merits of the work in relation to the building of the collection and to serving the interests of Library customers. Responsibility for the reading, viewing and listening choices of minors rests with their parents or guardians. Limitations on access to public computer workstations or collections/formats may be requested for a minor child by his or her parent or legal guardian. No other age-based restrictions on access to Library materials will be enforced, except by statutory requirement.

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COL-003 Evaluation and Withdrawal of Materials

The Library monitors and evaluates the materials regularly to determine if the needs of customers are being met. An up-to-date, attractive and useful collection is maintained by renewing essential materials. Works that are damaged, worn, outdated, of little historical significance, or no longer in demand are removed from the collection on a systematic and continuous basis.

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COL-004 Replacements

See CIR-012.

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COL-005 Gifts and Donations

The Wichita Library Board encourages donors to make their monetary gifts to the Wichita Public Library Foundation or the Friends of the Wichita Public Library.

Monetary gifts may be unrestricted or designated as memorials or tributes to honor a friend or relative. Donors of funds may suggest specific furniture, equipment, or artwork, as well as subjects or titles of collection materials to be acquired with their donation; however, the Library reserves the right of final selection in order to meet either the space, utilization, and design criteria of a particular building or the criteria of the Collection Management Policy. Library staff will place selected materials in relation to other materials in the collection for the best use by the public.

Monetary gifts received for the purpose of honoring or memorializing an individual will be treated as independent project funds. Gifts intended to assist with the purchase of library materials will be managed by the Memorials Coordinator with assistance from appropriate selectors and the Collection Development Administrator. Gifts intended for use assisting with costs of programs or services or for the purchase of equipment will be managed by the Library Foundation President with assistance from appropriate supervisors and staff.

Acquisition of materials and equipment will occur in a timely fashion. When funds are spent to a level where additional purchases within the scope of the project cannot be accomplished, any remaining funds will be transferred to the Library Foundation's General Endowment and the project will be closed.

Gifts of Books and Other Materials

Gifts of books and other materials may be made directly to the Wichita Public Library, to the Wichita Public Library Foundation, or the Friends of the Wichita Public Library. The Library will not accept materials that are not outright gifts and it reserves the right to assign any of its materials wherever the need is the greatest. All gifts must be in usable physical condition. Because of limitations of space, money, and staff, the Library reserves the right to accept or discard, at its discretion, any materials given to the Library. Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.

The Library makes every effort to dispose of any gift materials it cannot use to the best advantage, such as through sales through the Friends of the Wichita Public Library or recycling.

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COL-006 Reconsideration of Materials

The Library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials that represent various sides of controversial questions. Individuals may request reconsideration of a selection decision by submitting a written request for reconsideration using established Library procedures and guidelines.

Related Form

Request for Reconsideration of Library Materials

Date

11/16/2004