

Library

Meeting Room:

The library does not provide a meeting space for the public. The library cannot be designated as a regular meeting space. Any meeting will be open to any citizen of the community who wishes to attend. The Library Director or Assistant Director is authorized to deny permission to any group for any legitimate reason, especially any group that is disorderly or objectionable in any way or that violates any library policy.

Marketing / Public Relation

To support the discovery of Adair County Public Library resources, services, and/or events, individual library items and promotional information are displayed in designated locations in the library. Library staff prepare displays of library materials and promotional information for the purpose of highlighting newly acquired items; informing patrons of the variety of subjects, genres, and formats included in the library collections; fostering engagement with, or providing information about, library systems resources, services, and events.

The Board of Trustees and staff represent the Library in every public contact. At the direction of the Board, the Library Director, and Assistant Director are the official spokespersons for the Library and represent the Library in the community. The Board President is the spokesperson for the Board of Trustees. The Director, Assistant Director and staff librarians are responsible for all promotional, informational, and social media-related communications.

The Library Director, Assistant Director, and staff librarians are responsible for responding to all contacts made by the media. Staff will consult with the Director and Assistant Director before contacting the media or conducting speaking arrangements to prepare for an interview appropriately. In an emergency, staff will not make public statements to the media on behalf of the Library without prior approval from the Library Director or Assistant Director.

The Library Director, Assistant Director, and staff librarians will promote library programs and services on social media, the Library's website, digital sign at the Adair County Library, eNewsletters, and send press releases to area media outlets when appropriate.

The Library Director, Assistant Director, and staff librarians will create printed promotional and informational materials designed to be disseminated to the public through newsletters, brochures, bookmarks, calendars, posters, and flyers.

Adopted by the Adair County Library Board of Trustees 7-25-2023

Collection Development Policy

The purpose of this selection is to guide the library staff in the selection of materials for the educational, informational, and recreational needs of the community of Adair County, as well as to inform the public about the principles upon which selections are made and gifts are accepted. The mission of the Adair County Public Library is to bring individuals, information, and ideas together.

All Libraries stand strongly for the freedom of thought, the freedom of intellectual activity, and the freedom of communication. Therefore, Libraries must select materials with the view to present all sides of an issue, not just one opinion. The Adair County Public Library adheres to best practices as endorsed by the American Library Association:

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

Introduction

This defines the scope and nature of our existing collection, and the plans for continuing development of resources as they relate to library goals, general selection criteria, and the rights of the library users to receive information.

"Library collections" includes all resources in all formats acquired for use by the public; including resources obtained through the library's membership in selected consortia or contracts with other libraries

Responsibility Collection Selection

The responsibility for the selection of library materials lies with the Director of the library. The Director delegates the actual selection and weeding of material to qualified library staff. The collection development work done by staff is overseen by the Director, Assistant Director, and staff librarians.

Core Priorities for Collection Development

- To meet the diverse information needs, interests, and demands of the library community.
- To encourage individual self-directed lifelong learning for personal growth, enjoyment, and career development.
- To promote early literacy skills and the power of information.

General Criteria for Selection

- Appeal to the educational, informational, cultural, or recreational interests and needs of the library community.
- Favorable reviews from professional and reputable resources
- Subject, style, and reading level are age-appropriate for the intended audience
- Timeliness or permanent value
- Quality of writing, design, illustration, and production based on professional standards
- Diversity of sources: independent or new publishers, as well as long-established publishers
- Expressed or anticipated popular demand
- Presents alternative or diverse voices and viewpoints
- Contributes to diversity, depth, or breadth of existing collection
- Local or community relevance
- Price, effectiveness, and suitability of format, durability and, ease of use
- Availability of information in a subject area
- Replacement of lost, worn, or outdated materials
- Budgetary considerations

Use of Selection Aids

To select library materials, the staff makes use of selection aids such as reviews, basic general lists, current general lists, bibliographies, and professional book review journals.

Collection Management

Regular weeding of the library collection is a vital part of the collection development cycle. The collection needs continuous evaluation to ensure that the Library is fulfilling its mission. It also needs systemic weeding of library materials to maintain current and accessible collections. Weeding not only makes space available for new materials but also contributes to an attractive library where the best materials are easy to find, and the convenience of the user is a top priority. Items that have been withdrawn from the collection and are in good condition will be available for purchase at book sales or donated to local organizations. Library standards for weeding include.

- Age of the item
- Length of time since the last circulation transaction
- Worn/damaged appearance
- Superseded better material
- Relevance to community needs
- Expeditiously available elsewhere

Reconsideration of Library Materials

It is a vital obligation of the public library to reflect within its collection differing points of view. The Adair County Public Library does not endorse any viewpoint nor does the selection of an item indicate an endorsement of any viewpoint. Library materials will not be sequestered, except to protect them from damage or theft.

There may be occasions when a member of the library district may be concerned about a particular item in the Library's collection or the age appropriateness of a library presentation, event, material, or display. In this instance, a patron may request a "Review Material Request" form. This form must be completed in its entirety and returned to library staff, who will then forward it to the Library Director. The Director and appropriate staff members will review the form and respond with a written response promptly. The library is responsible for making the public aware of any challenged materials, events, or displays; while excluding any identifying information of the person making the request.

The "Review Material Request" form will be available at the main circulation desk during normal business hours. Material for which a "Review Material Request" form has been submitted will not be removed from the collection until the process of reconsideration has been completed, and then only if the material is found not to meet the criteria of the Library's Collection Development Policy. Library materials that are subjected to reconsideration and are found to meet the standards outlined in the Collection Development Policy will not be removed from public access. Duplicate challenges will not be accepted. In the event a patron disagrees with the results of the "Review Material Request" form, they may attend a Board of Trustees meeting and speak during the Public Comment time.

The following criteria are necessary for a "Review Material Request" form to be considered:

- The requester must be a patron within the tax-paying library district
- "Review Material Request" must be completed in its entirety
- One request form per item
- A title will not be reviewed more than once
- The requester must agree to read the Collection Development Policy

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The Collection

1. **Adult Collection** This collection is recommended for mature readers, ages 18+. Adult fiction is selected for its appeal to members of the community and its quality as literature. The library attempts to provide a wide selection of standard fiction titles as defined in recognized bibliographies, as well as the best current titles. Nonfiction items are selected to educate and inform readers, some of these titles are also appropriate for younger readers, such as young adults doing research for a school project. Items of lasting interest are preferred, but it is recognized that titles of current interest are also appropriate purchases.
2. **Youth Collection** Youth materials are selected to include the best available titles of fiction and non-fiction for ages birth through young adults. Titles are chosen that may enhance the intellectual, cultural, societal, and ethical development and growth of individuals. Such a collection should provide a background for the development of critical reading and thinking, in addition to recreational reading.
 - a. There may be some variation in the age appropriateness of each collection. Patrons are not limited by these age recommendations. All patrons are welcome to check out any materials in our collection. The responsibility for materials used by a minor rest completely with their parents or legal guardians. Separate collections are available for children and young adults, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the collection is suitable for an individual.
 - i **Easy (E) Collection** This collection is recommended for ages birth to 6
 - ii **Reader Collection** This collection is recommended for ages 6- 10
 - iii **Juvenile Collection** This collection is recommended for ages 9-12
 - iv **Young Adult Collection** This collection is recommended for young adults, ages 14+
3. **Electronic Database Collection** This collection is a diverse selection of reference and circulating materials that are accessed electronically and is developed with the same criteria as print materials. In some cases, because of inclusion in consortia agreements for electronic resources, local control of selection is not an option.
4. **Media Collection** The goal of this collection is to provide instructional, educational, and recreational audio-visual material that will enhance the existing fiction and non-fiction collections. The Library recognizes that patrons desire information and popular materials in various forms. Purchases in this collection are in the form of audiobooks on CD and Commercial and non-fiction DVDs.

5. **Periodical Collection** This collection consists of magazines and newspapers providing a broad range of general interest subject areas.
6. **Reference Collection** The historical and genealogy collection is intended to preserve materials of importance to our library community and surrounding areas, including Adair County, Brashear, Novinger, and when useful, the entire state of Missouri. The materials themselves and/or the subject areas they represent have permanent value to the community and are made available to the public for research on local, genealogical, and historical issues.

Gifts, Donations, and Memorials

The policies which apply to the selection of purchasing materials also apply to materials that are donated or given to the library. Once an item has been given to the library, the Director and Assistant Director shall determine whether it will be added to the collection or discarded. Items added to the collection become the property of the Library and are subject to the same standards as any other library material. The Library will accept financial donations to buy materials following the same guidelines used in any other selection decision. Memorials may be accepted through the Adair County Public Library Foundation.

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Suggestions for Purchase

Patron suggestion requests are accepted and will follow the same guidelines as any other material purchased by the Library. The submission of a request does not guarantee it will be purchased. If a work is not selected for purchase, patrons are encouraged to utilize ILL for requested materials.

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COMMENT ON LIBRARY MATERIALS & EVENTS

COMMENTS ON LIBRARY MATERIALS

We appreciate your concerns and welcome your comments.

FORM MUST BE COMPLETED IN ENTIRETY

Residents of Adair County Library cardholders

If you would like a response, please include your name and address below.

Resource on which you are commenting. (book, dvd, periodical, events) _____

Title _____ Author _____

Publisher _____ Copyright Date _____

Do you represent yourself group or organization

Name of group or organization _____

To what in the work do you object? Please be specific. Cite page numbers of book or time in film/audio. (Attach paper if you need further space)

What were the circumstances under which this work came to your attention?

Did you read/view/listen to the entire work? Yes No If not, what part(s) did you read/view/listen to?

Have you read assessments of this work by literary critics and/or professional reviewers? Yes No

For what age group would you recommend this work? _____

Comment initiated by _____ Library Card Number _____

Address _____

City _____ State _____ Zip _____ Contact Number _____

Do you feel there are library users who would not object to this work? Yes No

Have you read the selection policy of the Adair County Library? Yes No

Which part of the selection policy do you feel this work is in violation?

Signature _____ Date _____

Mail to: Adair County Public Library
One Library Lane
Kirksville, MO 63501

For Staff Only

Staff member:

Date received:

Date Response:

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