

**KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
DIVISION OF LIBRARY SERVICES**

STATE LIBRARY COLLECTION MANAGEMENT POLICY

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About the State Library Collection Management Policy

The Kentucky Department for Libraries and Archives State Library is a centralized collection of library resources for use by Kentucky public library staff, Kentucky state employees, citizens of Kentucky, and others. The Division of Library Services staff manages and develops the State Library collection.

In Kentucky law, the statutory powers and duties that underlie and define the State Library are outlined primarily in KRS 171.125-306 and 171.410—740. In 1990, the General Assembly amended KRS 171.140(5) to read:

“(5) The department shall maintain a strong central collection of library materials in a variety of formats and assure access to those materials and to other information resources throughout the state and nation for the purposes of providing information and reference services to state government agencies and of supplementing the resources of local libraries.”

The purpose of the State Library Collection Management Policy is—

- To serve as a planning and working tool for Division of Library Services staff in the selection and management of State Library materials, and—
- To inform our customers about the principles upon which selections are made and gifts are accepted.

The State Library Collection Management Policy will be formally reviewed every five years and revised as necessary. Other revisions may be made outside of this timeline.

Using the State Library

User Groups

The State Library collection services its two primary customer groups: Kentucky public library staff and Kentucky state employees. The State Library serves its users with an emphasis on desktop delivery of electronic resources. Physical library materials will also be shipped to offices and libraries for our customers' use.

The State Library provides services and materials to Kentucky's public libraries to support programming and collections. The State Library collection is also developed to support work-related information and research needs of Kentucky state employees.

The State Library serves the citizens of Kentucky by providing access to its collections and information resources through the public libraries via interlibrary loan and by providing reference/research services directly to Kentucky residents.

Using the State Library Collections and Services

State employees can apply for a KDLA Library Account online or in person. Items requested from the State Library are sent to state employees through the state's messenger mail system or through a national shipping service. Items can also be picked up on site at the State Library during regular business hours. State employees can use their KDLA Library Account for remote access to databases and electronic resources.

Kentucky public library staff are not issued KDLA Library Accounts, but they can request State Library materials through interlibrary loan (OCLC WorldShare ILL), using KDLA's Ask-A-Librarian service (KDLAReferenceDesk@ky.gov, 502-564-8306), and through forms on the KDLA website.

All other users may request State Library materials through interlibrary loan at their local libraries or by visiting KDLA.

Developing the State Library Collection

Responsibility for Selecting State Library Materials

The KDLA Division of Library Services Materials Selection Team, or DLS Materials Selection Team, is responsible for choosing materials at the State Library. This team is composed of eight members—

- Technical Services Supervisor - chair
- Patron Services Supervisor
- Workforce and Adult Services Consultant from the Library Development Branch
- Youth Services Consultant from the Library Development Branch
- Library Collections and Circulation (LCC) Branch Manager
- Two Librarians from the LCC Branch
- One Librarian from the Library Development Branch

Selection

The DLS Materials Selection Team considers review media, announcements from publishers and distributors, user and staff recommendations, online resources, and published subject bibliographies when determining titles for possible selection. Materials under consideration must receive a majority of votes to be selected for acquisition.

The DLS Materials Selection Team considers the following in selecting materials for the State Library:

- The mission and goals of the Kentucky Department for Libraries and Archives
- The informational needs of State Employee customers and Kentucky Public Library customers
- Requests submitted by other State Library customers
- Authority and Reliability
 - Author's qualifications and other published works
 - Reliability and reputation of the publisher
- Treatment
 - Accuracy
 - Literary excellence of style and readability
 - Originality
- Diversity and Accessibility
 - Diversity of content and authorship
 - Accessibility of format

Some materials for the State Library are acquired through standing orders with vendors. The DLS Materials Selection Team Chair may engage the DLS Materials Selection Team in determining which standing order plans best suit the needs of State Library customers.

Formats and Special Areas

Audiobook Collection

The State Library's audiobook collection is intended to supplement the audiobook resources of Kentucky public libraries. State employee customers may also use of the State Library audiobook collection. Most audiobooks in the State Library collection are fiction, but non-fiction works are also selected. Based on availability, non-fiction subject areas selected may include literature, management, psychology, self-help, history, travel, foreign language, and other areas.

Digital Materials

The State Library is a member of the Kentucky Libraries Unbound (KLU) consortium which provides access to downloadable audiobooks, eBooks, and digital magazines. All members of the consortium contribute to materials selection for the KLU collection. Additional digital materials made be selected by the DLS Materials Selection Team following the same procedures as all physical materials.

General Collection

Selection decisions for the General Collection are driven primarily by the needs of Kentucky state employees and Kentucky public library staff. Titles in the General Collection are non-fiction and support the information needs of state employee staff and public library staff. Subject areas selected may include health & wellness, management, parenting, self-help, other workplace topics, and library professional titles.

Kentucky Collection

The State Library collection contains certain Kentucky materials as a part of its circulating collection. Kentucky-related print materials in the State Library collection focus primarily on contemporary biography, fiction, county histories, general state histories, and other non-fiction concerning Kentucky.

The Kentucky Department for Libraries and Archives does not attempt to showcase all Kentucky materials, recognizing that other institutions within the Commonwealth such as the Kentucky Historical Society and some university libraries, have as a goal the maintenance of preservation copies of Kentucky-related materials. Not wishing to duplicate the collections in such institutions, no effort is made to purchase or collect rare, historical materials, every item using Kentucky as a setting, or every published item written by or about Kentuckians or Kentucky.

Kentucky Files

KDLA maintains an indexed collection of clippings. The Kentucky Files contain pamphlets, brochures, newspaper and magazine clippings, and materials developed for the file. Materials collected may concern current or historical topics, items not otherwise indexed, and elusive items.

Kits

Kits are intended for use by Kentucky public libraries, schools, and other community groups for book club groups and classes and can only be loaned to Kentucky public libraries. Book discussion kit materials from Kentucky public libraries may be accepted as donations and developed as kits.

Large and Regular Print Book Discussion Kits

Large and Regular Print Book Discussion kits are created for use by book club groups throughout the state. These kits contain 12 to 15 copies of the title in either large or regular print, an unabridged audiobook (if available), and a locally produced book discussion guide. Fiction and non-fiction titles are considered.

Youth Book Discussion Kits

Youth Book Discussion Kits are designed around high-quality books for children and young adults in a wide range of literary styles and genres to encourage thoughtful discussions. The kits feature 12 to 20 books, 5 large print books (if available), 2 editions in Spanish (if available), an unabridged audiobook (if available), and a locally produced discussion guide. The KDLA Youth Services Consultant acts as selector for these kit titles and may make selection decisions with consultation from the DLS Materials Selection Team, other Kentucky librarians, or library customers.

Programming Kits (Children, Young Adult, Adult)

The State Library offers multi-format kits for programming topics for all ages. Interactive Mystery Kits, Preschool and Teen thematic kits, STEAM kits, and Adult Thematic kits contain developmentally appropriate materials for children and adults, including books, CDs, DVDs, puppets, games, and resource guides. These kits are developed by the KDLA Youth Services Consultant and the Workforce and Adult Services Consultant with input from public libraries and other organizations across Kentucky.

Large Print Collection

The Large Print Collection is designed to provide large print books for Kentucky public libraries and their patrons as part of large, circulating collections. State employee customers may also use books from the Large Print Collection. Fiction is the main emphasis for this collection, but biography and non-fiction titles are also considered.

Newspapers

Newspapers are most frequently accessed through licensed online databases with their own websites providing the most current editions.

No attempt is made to duplicate the collection of historic and current Kentucky newspapers kept by the University of Kentucky or to duplicate the historical newspapers kept by the Kentucky Historical Society Library.

Online Databases

KDLA staff and our state government employee customers regularly and routinely use licensed databases.

Emphasis is placed on full text content although citation databases may also be selected. Databases will be available remotely on a statewide basis to state government employees. The database should support access through IP address recognition and through KDLA Library Account number authentication.

Periodicals

Print periodicals will be collected minimally because of the increased availability of full text in the online databases to which KDLA provides access. Print subscriptions will routinely be examined for online availability, and paid subscriptions may be cancelled if appropriate. Criteria for selecting print periodicals include relevant value to the state of Kentucky and the needs of KDLA and State Library customers.

Storytelling Collection

The Storytelling Collection contains CDs, DVDs, literature, and textbooks on storytelling that is available to public library staff to encourage the continuation of the tradition of storytelling. The KDLA Youth Services Consultant acts as selector for these materials and may make selection decisions with consultation from the DLS Materials Selection Team, other Kentucky librarians, or library customers.

Audiovisual Collection

The State Library no longer actively collects multimedia materials due to the accessibility of training materials already provided to Kentucky state employees. The State Library does maintain a small audiovisual collection of training and Kentucky-related DVDs. Audiovisual materials may be purchased for programming kits and the Storytelling Collection at the discretion of the selectors for those materials.

All audiovisual materials selected and purchased for the State Library collections must have public performance rights.

Gifts and Donations

The State Library does not accept donations or gifts with any attachment of conditions, and reserves the right to dispose of unsuitable materials, or to recommend a more appropriate recipient. Large quantities of materials cannot be accepted without prior examination. The State Library does not appraise the value of donations or gifts.

All gift materials should meet the same criteria as purchased materials and will undergo the same selection process by the DLS Materials Selection Team. However, gifts of adult programming kit materials, youth book and programming kit materials, and materials which support library services for youths are added to the State Library collection at the discretion of the KDLA Youth Services Consultant and Workforce and Adult Services Consultant.

Gifts received by the State Library can be acknowledged in writing, by email or postal mail. A file of copies of all gift receipts will be maintained by the DLS Materials Selection Team Chair.

Managing the State Library Collection

Materials Not Collected

Certain types of materials are deliberately not purchased for the State Library collection. These include—

- Children's and young adult materials
 - Exceptions:*
 - *Some quality non-fiction print materials may be selected to provide basic information at a non-technical level.*
 - *Kentucky fiction may be selected.*
 - *Book discussions kits for children's and teen services (Youth Book Discussion Kits), as well as other programming kits.*
- Materials which support specific K-12 or higher education curriculums
- Family histories, compiled genealogies, and certain other genealogical materials. This would be duplication of materials at the Kentucky Historical Society.
- Political or religious tracts expounding a personal viewpoint
- Rare books or collector's editions.
- Feature films solely for recreational use

Weeding and Deselecting Materials

To maintain the collection in its most useful condition, the professional staff will consider for deselection material—

- that is no longer used, as evidenced by circulation data
- that has been superseded by newer or more accurate resources,
- that is in such poor physical condition it can no longer be used successfully (When appropriate, deteriorating items will be repaired, rebound, or put on microform.)
- which have been made available online

Exceptions to the weeding policy include:

- Kentucky Collection -- A number of these items may be out of print and/or not widely available at other libraries and will generally be retained unless physical condition dictates otherwise. Deselection for reasons other than condition will be the sole discretion of the librarian staff in the State Library, as well as the Branch Manager and Deputy Commissioner.
- Adult Programming Kits – All decisions regarding withdrawal of these materials will be made by the Workforce and Adult Services Consultant.
- Youth Services Materials – These are materials include the youth book discussion and programming kits, youth services library professional development titles, materials in the Storytelling Collection. All decisions regarding withdrawal of these materials will be made by the Youth Services Consultant.

After de-processing, items weeded from the State Library collection will be offered to Kentucky public libraries, other Kentucky state agencies, such as correctional institutions, or public organizations as deemed appropriate. If in poor condition or the material is outdated, they may be recycled or discarded.

Replacements and Duplicate Copies

Replacement of damaged or lost materials is not automatic. The decision to replace will be based on the needs of State Library customers, circulation data, and availability for reacquisition. The purchase of duplicate titles will be determined by the DLS Materials Selection Team.

Reconsideration of Materials

The State Library provides materials selected to meet the needs of its primary customer groups—Kentucky state employees and Kentucky public library staff. If a customer or staff member feels that an item was purchased in error or is inappropriate, he or she may request reconsideration by completing the [Materials Reconsideration Form](https://kdla.wufoo.com/forms/request-for-reconsideration-of-materials/) (<https://kdla.wufoo.com/forms/request-for-reconsideration-of-materials/>). This form is also available onsite at KDLA.

During the reconsideration process, the item will remain in circulation in the State Library's collection until a decision has been made.

The DLS Materials Selection Team will review reconsideration requests within 30 business days from the request date. The decision about the item will be made by the team through a majority vote. Once the decision is reached, the requester will receive a letter indicating the outcome.

Any request to appeal a reconsideration decision by the DLS Materials Selection Team will be sent to the KDLA Leadership Team along with any supporting documentation for a final decision.

The Materials Selection Team will only complete the reconsideration process for a specific item once in a three-year period.