

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

STATE LIBRARY

STATE LIBRARY COLLECTION DEVELOPMENT POLICY

Revised September 2011

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PHILOSOPHY OF SERVICE

The collection of the State Library of Kentucky reflects the evolution of services provided through the State Library Services Division. The purpose of this policy is:

- A. To serve as a planning and working tool for State Library staff in the selection of materials;
- B. To inform the public about the principles upon which selections are made and gifts are accepted.

MISSION

Kentucky is in the midst of a vast information, education and communications evolution that continues to reshape society. In response to this challenge, the Department for Libraries and Archives fulfills its mission of “serving Kentucky’s need to know.” To help the state maintain its competitive edge, the Department offers comprehensive services which assure customers and citizens have access to information resources: virtual, physical and human. The Department strives to:

- develop systems and services which will help Kentuckians more effectively utilize information in their work, communities and personal lives;
- improve the efficiency and accountability of government in the Commonwealth through the professional management and preservation of public records; and
- assist local public libraries in their efforts to meet the informational, educational and recreational needs of Kentuckians in their service areas.

As one of 10 state agencies in the country to combine library, archival, and public records programs, the Department is uniquely positioned to meet these needs. Its programs are structured to link the enduring resources of its archival collections with the contemporary information resources of government and libraries. From this comprehensive perspective, the Department is helping preserve the Commonwealth’s rich legacy as it contributes to building a stronger Kentucky future.

The statutory powers and duties which underlie this mission 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.”

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

USER GROUPS

The State Library serves its two primary customer groups: Kentucky state agency employees and Kentucky public library staff on a statewide basis with an emphasis on desktop delivery where feasible. As necessary and appropriate, physical materials will be shipped to offices and libraries for our customers' use.

The State Library attempts to meet work-related information needs of state agency employees. Because of the nature of the collection, some personal and recreational needs of state employees may be met. 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 reference/research services.

The State Library attempts to support Kentucky's public libraries by providing necessary services and material resources enhancing their programming needs. Through surveys, workshop events and focus groups the State Library has worked to develop, facilitate and implement those ideas and thoughts expressed by making these materials available for its clients. These services and material resources are a product of the continuing existing relationship the State Library has with Kentucky's public libraries.

USE OF THE COLLECTIONS

State agency employees have direct access on a statewide and remote basis to State Library resources and services. Although citizens of Kentucky have access through local public libraries, they can visit the State Library for on-site research. Kentuckians with valid government issued identification may borrow materials directly from the State Library. Out-of-state visitors may request circulating materials on interlibrary loan through their local library.

Librarians and archivists have access to the State Library's professional collection for professionally related information needs.

Kentucky public libraries have direct access to State Library resources and services. All citizens of Kentucky may request materials from the State Library through their local public libraries.

PARTNERSHIPS

Public Records Division

The Divisions of State Library Services and Public Records welcome the opportunity to better serve the public in partnership. This is particularly evidenced by the inclusion of all collections in the agency OPAC. In order to continue to make the best use of scarce resources, duplication of materials will be held to a minimum. Part of the Public Records Division mission is to be responsible for their collections, microfilming and/or preservation and dissemination of publications produced by state agencies. The State Library collects or acquires access to published materials on Kentucky for its circulating and reference collections. The Public Records Division occasionally purchases duplicate items as needed in its Archives Research Room. One case in point is the US Census materials.

Kentucky State Agency Publications

The State Library assumed responsibility for the state publications program after the passage of the Archives and Records Act in 1958. The collection was maintained by the Coordinator of the State Publications Program in the Public Records Division until 2006 when the Joint Committee on State Documents was formed. The Joint Committee on State Documents is a partnership effort between the Public Records Division and the State Library Services Division created to make decisions regarding the acquisition, accessibility, and maintenance of state publications regardless of format in order to meet the informational needs of the public and preserve a historical record of the work of state agencies.

A state publication means a publication in any format that is produced by the authority of, or at the total or partial expense of, a state agency, is required to be distributed under law by the agency, is publicly distributed outside the agency, or is displayed on a public agency web site or made available to the general public digitally by any other means. This may not include selected record material or ephemeral documents that are nonetheless distributed publicly by a state agency. It may also include material that is not slated for public distribution but falls within other parameters of a state publication (e.g. newsletters), if that material is determined to have sufficient intrinsic or historic value. (c.f., 725 KAR 1:040 Section 1 (6)). An electronic state publication is a publication created or distributed by a state agency to the general public in digital format (i.e. on a computer), for example on an agency website.

State Agency means every state or office, department, division, bureau, board, commission, and authority; every state legislative body, and officer, any agency thereof; and any other body which is created by state authority and which derives at least 25% of its funds from state authority. (c.f., KRS 171.410)

- I. General Collection Guidelines
 - A. Linguistic: All state publications are in English.
 - B. Geographical: The Joint Committee on State Documents only collects Kentucky state government publications.
 - C. Types of Materials Collected: Past collection development policies allowed quasi-state documents, state related federal documents, university publications, state association publications, county and city government publications to be integrated into the state documents collection. The rationale was that these materials would amplify and supplement information that a patron sought among state documents. The current collection development policy permits only publications produced or funded by state agencies to enter the state documents collection. This policy change, partially driven by

budget / resource constraints, seeks to improve the complex acquisitions and bibliographical processes associated with state publications.

D. Formats of Materials Collected: Paper, microforms, and electronic are the formats collected for state documents.

II. Specific Collection Guidelines

Past collection development policies designated a core collection of state documents that provided basic reference service and supported the information needs of the Commonwealth's citizens. The designation of a core collection is no longer in effect. In 2006, an informal Priority List that facilitates the bibliographic access process was developed. Current cataloging priorities are determined by the Cataloging Supervisor.

III. Bibliographic Access

The general public will be able to identify state publications through the online KDLA Catalog (<http://kdla.kyvl.org>). The State Library uses the Dewey Decimal system of classification and Library of Congress subject headings to catalog the state documents collection. Until the cataloging conversion project is finished, the public may identify state publication holdings through these finding aids:

- A. For publications from 1962 through late 1990s a Checklist was published (first annually, later monthly and quarterly). These are available in the Archives Research Room and State Library.
- B. State Publications Database provides access to 20,000 items from the holdings of 1792-forward. (<http://www.kdla.ky.gov/collections/stategov/database.htm>)
- C. Kentucky State Publications Archives part of the E-Archives (Electronic Records Archives) contains electronic publications harvested from state agency web sites typically in PDF format. The Archives is arranged alphabetically by creating agency. (http://e-archives.ky.gov/pubs/state_pubs_archive.htm)

IV. Circulation and Loaning Procedures

State Publications are kept in a secured, nonpublic area that does not permit browsing by patrons. Members of the general public or state agency employees may request assistance with the state publications collection by contacting either the staff of the State Archives Research Room or the State Library's Reference Section. Under specified circumstances State Publications are loaned to state agency employees through State Library Services Reference Section, and to other libraries through Interlibrary Loan.

V. Retention

State publications are considered permanent records and a valuable complement to the documentation covered in an agency's records. In many cases, publications have survived when records have not and are thus doubly important for reconstructing the activities and performance of the agency.

VI. Other Kentucky State Publications Resources

- A. State Publications Database
<http://kdla.ky.gov/collections/stategov/database.htm>
- B. Kentucky State Publications Archives
http://e-archives.ky.gov/pubs/state_pubs_archive.htm

- C. Minutes of Kentucky Boards and Commissions
http://e-archives.ky.gov/minutes/minutes_archive.htm

Field Services Division

The Divisions of State Library Services and Field Services welcome the opportunity to better serve the public in partnership. In an effort to actively support Children and Young Adult Services, the State Library provides bibliographic access to specific non-selected materials through OPAC, their physical maintenance and proper storage. Additionally, the State Library will also provide shipping and delivery of requested materials through interlibrary loan to public libraries.

STATE AGENCIES

The State Library has continued to work with state agency partners to meet the information needs of state government employees. These partners are

- Personnel Cabinet
 - Governmental Services Center (GSC)
 - Kentucky Employee Mediation Program
 - Kentucky Safety Program
 - Kentucky Employee Assistance Program (KEAP)
- Transportation Cabinet, Division of Employee Recruitment and Development
- Commonwealth Office of Technology
- Cabinet for Health and Family Services, Get Healthy Initiative

The library's reference/research staff creates bibliographies/resource lists to provide information on resources in the library's collection or through its interlibrary loan service. The support of these partnerships has resulted in an expansion of the library's collections, especially in the areas of management, computers and personal and mental health topics.

RESPONSIBILITY FOR SELECTING STATE LIBRARY MATERIALS

The responsibility for the professional selection of State Library materials rests with two Materials Selection Committees: State Government and Public Libraries

Books, multimedia materials, and journals requested on interlibrary loan by state agency employees are considered for purchase for the collection. Consideration is given to an item's anticipated use by one or more state agencies.

State agency partners provide valuable input into the selection process to ensure that the informational and training needs specific to their missions are met through our collections.

All recommendations for selection from staff and users are considered in the Committee process.

SELECTION

Selection is accomplished by consideration of review media, announcements of new publications by publishers, user and staff recommendations and study of bibliographies on specific subjects. All recommendations are given Committee consideration. (Appendix A)

The following factors influence the selection of materials:

1. Mission and goals of the Kentucky Department for Libraries and Archives;
2. Informational needs of our primary customers groups: state agency employees and public library staff.
3. Existing collections at the Kentucky Department for Libraries and Archives;
4. Funds available for acquisition;
5. Requests submitted by members of our customer groups for purchases falling within the collection policies of the library;
6. Specific criteria of quality in content, expression and format.

The general criteria to be used in the selection of all materials are:

1. Authority and Reliability
 - a. The author's qualifications and other published works
 - b. Reliability and reputation of the publisher
2. Treatment
 - a. Accuracy
 - b. Literary excellence of style and readability
 - c. Originality
3. Special Features
 - a. Index
 - b. Bibliographies
 - c. Charts, maps, diagrams, photographic material

GIFTS

All gift materials added to the collection must meet the same criteria as those materials that are selected and purchased. Gifts are considered by the Materials Selection Committee. The State Library does not accept donations with any attachment of conditions and reserves the right to dispose of unsuitable materials or recommend a more appropriate recipient. Large quantities of materials cannot be accepted without prior examination. The State Library does not appraise the value of gifts. (Appendix B)

AREAS NOT SELECTED

Certain types of materials are deliberately not purchased for inclusion in the book collection. Among these are the following:

1. 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. Video/DVDs with public performance rights which are appropriate for use in public library programs may be selected. Book discussions kits for children's and teen services as well as other programming kits.
2. Materials which support specific K-12 or higher education curriculum. Exceptions: Some Kentucky Educational Television VHS and DVD materials.
3. Materials that are difficult to manage.
4. Family histories and genealogical materials. We recognize that this would be duplication of materials at the Kentucky Historical Society.
5. Political or religious tracts expounding a personal viewpoint.
6. Rare books or collector's editions.
7. Purely entertainment feature films.

COLLECTION DEVELOPMENT AND MAINTENANCE

In order to maintain the collection in its most useful condition, the professional staff will consider for deselection material that is no longer used, that has been superseded by newer or more accurate resources, that which is in such poor physical condition it can no longer be used successfully or that which have been made available online. When appropriate, deteriorating items will be repaired or rebound or put on microform. Replacement of a deselected item is not automatic; the decision to replace will be based on the selection policy and need. The purchase of duplicate titles will be limited to some high demand items.

REVIEW AND REVISION OF THE POLICY

All policies of the Department are reviewed periodically for possible revision and readoption.

The Division Director will designate staff to review the policy and the Committee selection process. During the review and revision particular attention will be given to:

- *User groups served by the State Library
- *Changes in formal relationships with other Departmental Divisions.

*Partnerships with state agencies

Following review and revision, the policy will be submitted to the State Library Services Management Team and the Materials Selection Committee. The resultant document will be reviewed by the Coordination and Support Team of the agency for adoption.

FORMATS AND SPECIAL AREAS

Federal Government Documents

The State Library located in the Sixth United States Congressional District has been a depository for United States Government publications since 1967, and has had a by-law state library designation since 1986. The library is a selective depository served by the regional depository at the University of Kentucky's William T. Young Library.

The State Library's federal government documents collection development policy is based on requirements stated in:

- Chapter 19 of Title 44
<http://frwebgate.access.gpo.gov/cgi-bin/usc.cgi?ACTION=BROWSE&TITLE=44USCC19&PDFS=YES>

In accordance with the requirements defined in the *Instructions to Depository Libraries, Guidelines for the Federal Depository Library Program*, and the *Federal Depository Library Manual*, the State Library also endeavors to serve the government information needs of the constituents of the Sixth U.S. Congressional District, providing free and unimpeded public access to government information. In addition, the State Library accepts and strives to meet the stated goals of the Kentucky State Plan for Federal Depository Library Services, revised June 2004.

Selection Responsibility

The Government Documents Librarian has primary responsibility for the selection and maintenance of physical and virtual government documents and supporting materials. The Government Documents Librarian evaluates and selects new items offered through GPO surveys as well as to annually review and re-evaluate items currently selected. The Materials Selection Committee may also identify and request for purchase commercially published sources to support the collection, and during the annual selection process may submit federal government publications for selection consideration.

Subject Areas and Collection Arrangement

The physical federal government documents collection is arranged by the Superintendent of Documents classification system and housed in the federal government documents area of the library. The virtual documents are accessed through the agency OPAC bibliographic records. The PURL in these records leads the customer directly to the complete document.

Several key reference titles are cataloged using the Dewey Decimal classification scheme, and shelved in the reference collection. Titles include the *United States Code*, *Library of Congress Subject Headings*, *U.S. Government Manual*, and the *Monthly Catalog of U.S. Government Publications*. Some titles published by the federal government may be identified as key sources for the general collection. Therefore, these publications are cataloged using the Dewey Decimal classification scheme, and shelved in the main collection. These documents are still part of the Depository Program, and cannot be discarded without following regular disposal procedures. All federal documents received as audiovisual materials will be assessed on an individual basis and select items, based on the audiovisual collection and policies, may be shelved with the AV collection. These AV materials are also still part of the Depository Program and cannot be discarded without following regular disposal procedures.

The State Library collects and maintains the following United States Government publications:

1. All titles appearing in the basic collection listed in [Appendix A Suggested Core Collection of the Federal Depository Library Manual](#);
2. Reference tools needed to use the collection, including non-governmental reference publications;

3. Major series needed for research purposes;
4. Materials relating to Kentucky.

Formats

Documents distributed through the Federal Depository Library Program are available in a variety of formats. The primary decision regarding the selection and retention of an item is whether the information falls within the library's subject scope. Because the State Library's customers are located geographically throughout the state and their preferred delivery method is to their desktop, the item's availability 24/7 via the Internet is a major selection factor. The following considerations are made when deciding on the format of a selection item:

1. Frequency of use
2. Space / storage capacity and frequency of publication
3. Cost of providing access
4. Resource sharing capabilities
5. Library's prior holdings

Guidelines for Format Consideration

Electronic Products (Non-tangible, e.g., Internet documents / databases and tangible, e.g. CD-ROMs, DVDs): In 1993, Congress passed the GPO Electronic Information Access Enhancement Act, P.L. 103-40, whereby it expressed its clear intent for GPO to use electronic technology to make government information more accessible to the greatest number of people. When possible the State Library will primarily select non-tangible electronic publications, due to space considerations, ease of accessibility, and the federal government's stated intention of producing primarily non-tangible electronic publications.

The State Library will follow the guidelines for electronic products suggested by the Federal Depository Library Program. This includes an:

- Minimum Technical Requirements for Public Access Workstations in Federal Depository Libraries
<http://www.fdlp.gov/administration/computers/244-mtr>
- [*Internet Use Policy Guidelines*](#)
- [*Public Service Guidelines for Government Information in Electronic Formats*](#)
- [*Guidelines on Substituting Electronic for Tangible Versions of Depository Publications*](#)

A depository is permitted to replace the tangible versions with electronic equivalents provided the electronic version is complete, official, and permanently accessible.

In deciding whether to substitute electronic format for tangible products, patron characteristics, usage patterns, community needs, and research requirements are considered. Specific issues of concern include:

- In which format is the title most easily used?
- What is the scope, purpose, and intended audience?
- What is the date range or coverage?

- Is the information time sensitive?
- Is the title's electronic presentation comparable to the tangible version?

Retention of substituted materials follows the retention rules of a selective depository. Tangible products appearing in the Superseded List that are substituted with an electronic equivalent are superseded in the regular fashion (see section on weeding).

Print: Paper copy is the preferred tangible format since it is most easily handled by the general public. Because of space requirements and also because the government is increasingly using microfiche and electronic products, the library will be able to choose fewer items in paper in the future.

Microforms: Patrons are generally resistant to using microfiche, so it will be chosen only after careful consideration and when recommended by the FDLP. In cases where a document is only produced or distributed in microfiche, it will be selected in that format. Certain materials, such as Congressional hearings, are preferred in microfiche, based on use and size of the collection. These materials are processed in the same manner as any other publication – with no difference in priority. The collection will be maintained according to FDLP standards for preservation and maintenance.

The following types of documents are generally not selected:

- Maps
- Dated calendars
- Forms
- Agency issued rules, regulations, instructions, laws
- Navigational / Weather charts
- Telephone directories
- Posters

This is because currency, space, liability, and accuracy are of primary importance.

Guidelines for Public Service of Electronic Formats

1. The State Library's Reference Area provides a no-fee access for state employees and the general public to in-house computer workstations supporting depository electronic formats (e.g. the Internet, CD-ROMs, and DVDs). Access includes downloading capabilities and e-mail transmission of electronic data. Printing of documents is available at the same cost as printing of other materials.
2. The State Library's Reference Area provides access to federal government electronic information disseminated through the Federal Depository Library Program to the general public and maintains hardware that meets the latest "Recommended Specifications for Public Access Work Stations in Federal Depository Libraries" as published annually in *Administrative Notes*.
3. The State Library's OPAC has provided 24/7 Internet access to virtual documents selected since 2001. Through the Gates Foundation Grant program and the EMPOWER Internet Access in Public Library Project, every public library facility in the Commonwealth provides public internet access. These virtual documents may be accessed through these outlets. Most remote government offices also provide Internet access to their employees. Subsequently, these documents would be readily accessible to them.

Selection Tools, Non-Depository Items, Retrospective Sources

The State Library currently selects approximately 36% of the materials distributed through the Federal Depository Library Program. Retrospective collection development relies on commercially available materials and exchange lists from depository libraries. Purchase of commercially available retrospective or current supplementary collections (e.g. Congressional Universe) is encouraged but dependent upon available funding. Item number selections are primarily based on the following considerations:

1. State employees' informational needs
2. Public librarians' informational needs
3. General public's informational needs for the fulfillment of responsibility to keep citizens informed
4. Accessibility within Kentucky among other depository libraries
5. Library staff, space, and equipment

Consulted in the selection process are the following publications:

Depository:

- [List of Classes of U. S. Government Publications Available for Selection by Depository Libraries](#)
- [Item Lister](#)
- Federal Depository Library Manual, Appendix A
“[Suggested Core Collection Annotated for Small to Medium Public and Academic Libraries and for All Law Libraries](#)”
- [Federal Depository Library Manual Appendix C: Basic Collection](#)
- Catalog of United States Government Publications
<http://catalog.gpo.gov/F>
- [U.S. Government Online Bookstore](#) (Sales Product Catalog)
- GPO Subject Bibliographies
<http://bookstore.gpo.gov/subjects/index.jsp>
- New Titles By Topic E-Mail Alert Service
<http://bookstore.gpo.gov/alertservice.jsp>
- U.S. Government Subscriptions Catalog
<http://bookstore.gpo.gov/collections/subscriptions/index.jsp>
- New and Popular Titles (GP 3.17/5)
- Information in U.S. Government publications
- GPO Shipping lists

Non-Depository:

- [Documents Data Miner 2](#) (Wichita State University)

- List of Classes of United States Government Publications Available for Selection by Depository Libraries (Duke University)
http://www.fdlp.gov/home/repository/doc_view/666-list-of-classes?tmpl=component&format=raw
- *DTTP: Documents to the People*
- Professional journals (e.g. *Government Information Quarterly*, particularly the annual issue on “Outstanding Government Documents” and *Library Journal’s* annual “Notable Government Documents”)
- Guide to U.S. Government Publications (Andriot)
- Staff and patrons’ requests and recommendations
- GOVDOC-L

Resource Sharing

Selections and deselections are made with knowledge of the scope of other depository collections within the state of Kentucky with the assistance of the database, Documents Data Miner 2 provided by the University of Wichita in association with the Federal Depository Library Program.

By participation in the Kentucky Library Association’s Government Documents Round Table (GODORT) and ALA chapters of GODORT, the Government Documents Librarian learns about other local depository collections and is able to make informed decisions regarding resource sharing commitments. Information is also shared through other types of informal professional contact. The State Library both loans and borrows depository materials through interlibrary loan.

Major depositories within a 100-miles radius of the State Library include the regional at the University of Kentucky, Kentucky State University, Kentucky State Law Library, University of Louisville, and the Louisville Free Public Library (designated patent and trademark depository). The proximity of these libraries makes it possible for the State Library to refer users there for in-depth research needs that cannot be met locally.

Collection Evaluation

Throughout the year the Government Documents Librarian monitors the changes in selections being offered, and the changes in formats as posted in the [Administrative Notes Technical Supplement](#). At the time of the Annual Item Selection Update the Government Documents Librarian reviews and evaluates agency publications and items that are selected against the State Library collection profiles using the collection evaluation tools. An item-by-item zero-based review is conducted annually as time may permit, but should be conducted at least once every five years.

An integral part of collection development is evaluating the collection to determine if goals and priorities set by the State Library are, in fact, meeting user needs. There are several methods (listed below) used by the Government Documents Librarian to evaluate the documents collection.

Methods of Evaluation

Statistical Analysis: Statistical data is provided through the evaluation of interlibrary loan requests submitted by patrons, tracking circulation of tangible government documents, keeping statistics on the number of non-tangible government documents accessed using the OPAC through a service provided by GPO.

Zero-Based Collection Review: A zero-based collection review (evaluating item numbers on a one-by-one basis) will be implemented at the time of the annual item selection update cycle. New item additions and / or deletions will be implemented at this time.

Evaluation of Standard Bibliographies and Lists: Comparison of the government documents collection to standard lists, such as subject bibliographies or core collection lists will be used to ensure that standard items are included in this collection.

Weeding and Collection Maintenance

The collection will be maintained in accordance with the guidelines set out in the [Instructions to Depository Libraries](#). All documents will be clearly marked with the depository property stamp, shipping list date, and SuDoc number. Holdings information to the piece level for all physical items received and virtual items since 2001 is maintained in the online catalog, with tangible items also being recorded in the catalog. Holdings information for items received prior to 2001 is available through a manual shelflist; however, the library hopes to begin to retrospectively cataloging these materials so that all government documents are represented in the online catalog.

Weeding: Federal depository materials may be withdrawn after five years, with the approval of the regional depository and after the physical materials have been offered to other libraries in the region. Criteria used to determine if documents no longer fit the collection's scope include:

1. Physical condition
2. Currency of information
3. Age
4. Use
5. Duplication
6. Replacement by another format
7. Superseded editions listed in the [Superseded List](#) and its updates in the [Administrative Notes](#).

There is no weeding process in place for virtual documents.

Examination of the collection for weeding and maintenance is an ongoing process.

Access

The Federal Government Documents Area is conveniently located on the first floor of the State Library. All physical materials with the Superintendent of Documents classification, including the microform collection, are housed in this area. The federal government documents are available for borrowing, except for items housed with the reference collection. The virtual collection is available through the OPAC 24/7. The PURL listed in the bibliographic records lead to the complete, full text document.

Assistance in locating federal government documents may be obtained at the reference/research desk or through the State Library's Ask a Librarian web based email reference/research service.

Promotion of the government documents collection at the State Library is accomplished through informative brochures on accessing federal government documents at the library, presentations to public librarians on various aspects of the collection, and articles discussing the federal government documents collection at the State Library and the Federal Government Depository Library Program.

Books

Books are added to the collection based on selection criteria and need of our primary customer groups. The book collection is a non-fiction collection. Test study guides for basic, nationally recognized academic examinations are purchased. These include the GED, SAT, ACT, and GRE. Professional certification examination guides may be purchased based on demand; ex.: ETI, CPA, etc. All books are selected by the State Government Materials Selection Committee.

Audiobooks

Audiobooks are a major part of the collection. State agency employees who travel extensively across the state and those who perform repetitive tasks benefit from having access to these materials. Because of the expense of unabridged audiobooks, public libraries benefit by being able to provide these materials to their customers through interlibrary loan or the audiobook circulating program rather than purchasing them for their collections. A selection criterion for this format does not parallel book selection criteria. For example, fiction is selected in this format although it is not purchased for the General Book Collection. Only unabridged editions of fiction materials are purchased. In non-fiction areas, some abridged editions may be selected based on content. Non-fiction subject areas selected are influenced by what is available in recorded format and may include literature, management, psychology/self help, travel, foreign language, etc. All audiobooks are selected by Public Library Materials Selection Committee.

Online Databases

Because of the diversity and complex nature of information requests received by the State Library Reference/Research staff and our customers' need for information delivery to the desktop on a statewide basis, remote access to online databases is essential. Literally hundreds of licensed databases and e-reference books are regularly and routinely used by the Reference/Research staff and our state government employee customers. All databases adhere to the same selection content/quality criteria as those for Reference Works and Periodicals. Emphasis is placed on full text content although citation databases are also selected. All databases must be Internet delivered and available 24/7. Selection will be based on actual trials of the databases as conducted by the Reference/Research staff. In addition, databases will be available remotely on a statewide basis to state government employees. IP range and library patron card authentication must be supported by the database vendor and usage reports must be provided to the State Library agency in usable form as determined by the Head of Reference/Research and the SLS IT Manager.

Periodicals

Print periodicals will be collected minimally because of the increased availability of full text in the online databases to which we provide access. Print subscriptions will be examined on an annual basis for such availability and subscriptions will be cancelled as appropriate. With that being said, periodicals regardless of delivery/format are a valuable resource for presenting current trends and ideas and for providing material not available in books.

Primary criteria used in selection are:

1. Access to indexing and electronic content
2. Authority and reliability
3. Physical condition
4. Relevant value to the state of Kentucky

The Library's primary customer groups' needs and interests are given careful consideration. A conscious effort is made to select a balanced professional collection.

The State Library participates in the Kentucky Union List of Serials. It is a major resource sharing tool which enables the State Library to go beyond the scope of its physical and virtual collections.

Newspapers

As with periodicals, newspapers are most frequently accessed through licensed online databases with their own websites providing the most current editions. Newsbank provides both historical and nearly current access to over 600 full text newspapers including the following newspapers of interest to our customer groups: Lexington Herald-Leader, Louisville Courier Journal, Owensboro Messenger-Inquirer, Kentucky Post, Chicago Tribune, Los Angeles Times, Christian Science Monitor and USA Today. In addition, Proquest provides significant historical access to New York Times, Washington Post and Wall Street Journal.

The State Library maintains a subscription to the Frankfort State Journal, a print newspaper of statewide interest and of value to Kentucky State Government.

No attempt is made to duplicate the complete collection of historic and current Kentucky newspapers kept by Newspapers and Microtexts, W. T. Young Library, University of Kentucky or to duplicate the historical newspapers kept by the Kentucky Historical Society Library.

Multimedia Materials

The State Library collects multimedia materials in a variety of formats for use by our primary customer groups: state agency employees and public library staff. With the latter group, there is a noted difference in that these materials are used in the library or outside in other venues in public programming some of which is for small children. In totality, this collection attempts to meet the needs of its users in the areas of information, culture and recreation. These materials are an effective, convenient, and immediate means of communicating and are especially suited for reaching large audiences of entirely different educational, social and cultural backgrounds. They provide a valuable resource for programming and training for a variety of age and interest groups.

Materials available from the State Library may not be borrowed by elementary and secondary schools for classroom instructional purposes. Those items produced for these purposes will not usually be found in the collection.

Because of the format of these materials, the following general criteria are to be used in their selection:

1. Authenticity
 - a. Accurate facts
 - b. Impartial presentation of facts
 - c. Up-to-date information
 - d. Reliability of producers
2. Appropriateness
 - a. Useful information
 - b. Narration, dialogue, sound effects appropriate to subject
 - c. Suitability for group or individual use
3. Scope
 - a. Extent of coverage
4. Interest
 - a. Credibility
 - b. Imaginative appeal
 - c. Relationship to user's experience

5. Organization
 - a. Logical development
 - b. Balance between narration and dialogue, music and sound effects, background
6. Selection aids
 - a. Recommendation in evaluation sources such as vendor catalogs, and *Booklist*, *Library Journal*, *Video Rating Guide*, etc.
7. Technical qualities
 - a. Imaginative photography
 - b. Effective use of color
 - c. Effective use of special effects
 - d. Quality animation
 - e. Clear, understandable dialogue
 - f. Imaginative narration
 - g. Effective use of sound effects
 - h. Organization of visual and aural elements
8. Public performance, copyright
 - a. All materials selected/purchased for the collection have public performance rights.

The State Library's multimedia collection for use in Public Library Programming is broad in terms of age level and types of materials. The following types of materials are found in this collection which would not be selected for other areas: Children, young adult and adult thematic kits, documentaries, Holiday Materials, and Children's Stories. The creation of these thematic kits as well as the Adult Regular Print Book Discussion kit is a direct result of information taken from survey responses, focus groups and workshops with adult, children and teen programmers throughout the state. Any decisions regarding the acquiring of additional copies of Thematic and/or book discussion kits will reside with the Adult and Children's Consultants who will base their decision on usage and circulation figures, among other factors. Other areas of special note are Kentucky materials which must meet both the Kentucky Materials and multimedia criteria for selection with materials produced by Kentuckians being given a high priority and BiFolkal theme kits which are created to stimulate the memories and communication skills of older adults with each bag being filled with videos, cassette tapes, booklets of songs, poetry and photographs, etc.

Materials which support the needs of the state agency employees include interactive computer training, human resources, management, and leadership related materials, and safety and other related workplace topics.

Instructional materials which are primarily oriented toward classroom use are not included in the State Library's collection unless they have value to our primary customer groups.

Purely entertainment feature films are not selected.

Large Print Book Discussion Kits

Large Print Book Discussion kits are created for book club groups that need large print materials. These kits must contain 15 copies of the large print title in 16 pt. font, an unabridged audio book version of the title, and a book discussion guide. Titles for kit consideration must be in large print and audio book formats and not contain excessive violence, sex or foul language. Fiction and non-fiction titles are considered. These kits are intended for use by Kentucky public libraries for book club groups and can only be loaned to Kentucky public libraries. Titles are recommended by acquisitions staff, other State

Library Services staff members, or those suggested by public libraries. Final title approval is done by the Public Library Material Selection Committee.

Adult Regular Print Book Discussion Kits

Adult Regular Print Book Discussion kits are created for adult book discussion groups needing regular print materials. Each kit contains the following: 15 copies of the book, an unabridged audio book (if available), and a discussion guide. Fiction and non-fiction titles are considered. These kits are intended for use by Kentucky public libraries for book club groups and can only be loaned to Kentucky public libraries. Titles are recommended by acquisitions staff, other State Library Services staff members, or those suggested by public libraries. Final title approval is done by the Public Library Material Selection Committee. Regular Print book discussion kit books from KY Public Libraries are accepted as donations and turned into the State Library's Regular Print Book Discussion kits.

Large Print Circulating Collection

The Large Print Circulating Collection is a State Library Services program designed to provide large print books for Kentucky public libraries and their patrons. The large print books selected for this collection must be in 14 pt. font and are chosen via large print vendors' standing orders and individual titles recommended to the Public Library Material Selection Committee. Fiction is the main emphasis for this collection with Westerns, Romance and Christian Fiction being the most asked for genres by the public libraries. Though some biographies and non-fiction titles are recommended, the lack of interest by our clients in these two specific categories allows State Library Services to focus the majority of its attention and funds to the enlargement of other more popular genres that comprise this collection.

Children, Young Adult and Adult Thematic Kits

The State Library offers multi-format kits for Kentucky Public Libraries that promote reading for children and teens and programming topics for adults. Interactive Mystery Kits include everything needed to plan and produce an interactive mystery program for kids. Preschool and Teen thematic kits contain a large number of developmentally appropriate materials—books, musical CDs, DVDS, puppets, flannel-board sets, games or toys, and resource guides for Preschoolers and Teens. The Adult Thematic kits contain books, DVDs, materials, and a resource guide to help adult programmers develop a program about a certain topic. Topics for these kits are solicited from the children and adult programmers in public libraries across Kentucky.

Text Express Kits

Text Express Kits are book discussion kits designed around high quality books for children and young adults for use by Children and Young Adult public librarians in Kentucky. The kits feature 15 books, an unabridged audiobook (if available), and a discussion guide in a wide range of literary styles and genres designed to promote thoughtful discussions. A selected group of children's librarians are responsible for selecting titles for these kits based on popular titles, reviews, and availability of a paperback edition.

Reference

While all the materials in a library are potential reference sources, in general a reference collection is a non-circulating collection of materials designed to provide quick access to factual information within the entire range of human knowledge. The nature of this content lends itself well to being virtual. Subsequently, this collection is currently a combination of print and electronic resources. This collection is transitioning much as periodicals have been for a number of years. The electronic version of these resources is frequently more current and user friendly than its hard copy counterpart. In support of the State Library's role as a major reference/research service to State Government employees and public library staff throughout the state, the library will consciously support a strong and vital reference collection.

Criteria used in selecting materials for the reference collection include:

1. Usefulness to quality reference service
2. Accuracy
3. Authenticity
4. Scope and depth of coverage
5. Historical perspective as well as timeliness of data
6. Ease of use
7. Special locating features.

The same technology related criteria apply as those for online databases.

At the time of selection the committee may designate titles to be cataloged for the reference collection.

Kentucky Materials

The Kentucky Department for Libraries and Archives maintains within its various divisions a variety of Kentucky-related materials. The Public Records Division collects unpublished state and local records and State Government agency publications and the State Library provides bibliographic access. Original or unpublished agency records do not circulate but are available for public use within stated guidelines. Once they are microfilmed, Kentucky State agency publications do circulate. The State Library also collects certain Kentucky materials as a part of its circulating collection.

Kentuckiana print materials in the collection focus primarily on contemporary biography, fiction, county histories and general state histories. The State Library Materials Selection Committee accepts the definition of a Kentucky author and Kentucky book as both elusive and imprecise; however, the same selection criteria and gift policies applied to other materials are generally applicable to additions to the Kentucky Collection. As opposed to other areas of the collection, duplicate copies may be ordered as necessary and appropriate for this Collection.

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

Kentucky Files

The Reference/Research staff 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.

We attempt to choose indexing procedures that reflect patron inquiries in the past as well as for continuity and consistency within the collection. Making the index clearer with cross referencing and new entries is an ongoing process. Acquisition/deselection are also continual processes performed by individuals with periodic review by Committee.

ENDORSEMENTS

The State Library endorses the following statements:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Related Files

- [ALA Library Bill of Rights \(PDF\)](#)

Related Links

- [Interpretations to the Library Bill of Rights](#)

Access for Children and Young People to Videotapes and Other Nonprint Formats

Access to Electronic Information, Services, and Networks

- Questions and Answers: Access to Electronic Information, Services, and Networks
- Access to Library Resources and Services Regardless of Gender or Sexual Orientation
- Access to Resources and Services in the School Library Media Program

Challenged Materials

Diversity in Collection Development

Economic Barriers to Information Access

Evaluating Library Collections

Exhibit Spaces and Bulletin Boards

Expurgation of Library Materials

Free Access to Libraries for Minors

Intellectual Freedom Principles for Academic Libraries

Library-Initiated Programs as a Resource

Meeting Rooms

Privacy

- Questions and Answers on Privacy and Confidentiality
- Restricted Access to Library Materials
- Statement on Labeling
- The Universal Right to Free Expression

FREEDOM TO READ STATEMENT

As found on the ALA website: <http://www.ala.org/alaorg/oif/freeread.html>

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

FREEDOM TO VIEW

The following statement can be found on the ALA website at the following:

<http://www.ala.org/alaorg/oif/freedomtoview.html>

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

PROCEDURE FOR USER REQUEST FOR RECONSIDERATION

The State Library serves as a resource for individual examination of issues and personal decision making. Therefore, the collection contains various positions expressed on important, complicated or controversial questions, including unpopular or unorthodox positions. The State Library does not promote particular beliefs or views, but instead presents quality materials containing opposing views for examination by library users.

Complaints concerning material from the collection must be submitted in writing on the "Request for Reconsideration of Library Materials" form. (Appendix C)

The request will be considered by the appropriate selection committee: either the State Government Material Selection Committee or the Public Library Material Selection Committee and the Director of State Library Services Division. If further consideration is necessary, the following parties in stated order will be consulted:

1. Departmental Management Team
2. Commissioner and State Librarian.

Appendix A

Kentucky Department for Libraries and Archives

RECOMMENDATION FOR PURCHASE OF LIBRARY MATERIALS

Author _____
Title _____
Publisher/Producer _____
Year _____ Price _____
_____ Title seen in review (please attach)
_____ Other

SUGGESTED BY:
NAME _____
AGENCY _____
ADDRESS _____

DISPOSITION

_____ **Yes**, the recommended item has been selected for purchase. You will be notified when it is available for use.
_____ **No**, the suggested title was not selected for purchase. It does not meet our current selection criteria.
_____ **Other**

RETURN TO:

Acquisitions
State Library Services Division
KY Dept. for Libraries & Archives
P.O. Box 537, 300 Coffee Tree Rd.
Frankfort, KY 40602

“Serving Kentucky’s Need to Know”

Appendix B

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

STATE LIBRARY SERVICES DIVISION

GIFT RECEIPT

RECEIVED FROM: _____ DATE: _____

ADDRESS/AGENCY: _____

The State Library accepts gift materials with the understanding that they will be added to the collection if they meet the State Library's standards of selection. The Materials Selection Committee will determine the handling of donated items. If materials received are not added to the collection, they will be disposed of in a manner determined by the State Library.

All gifts must be unqualified. By signing this form the donor relinquishes all ownership rights to the materials donated and materials not added to the collection will not be returned.

The State Library will not determine a monetary value.

RECEIVED BY: _____ DONOR'S SIGNATURE _____

Items may be listed below and on back if desired.

Appendix C

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____ Book ___ Periodical ___ video/DVD ___ Other ___
Author _____
Publisher/Producer _____
Request initiated by _____
Address _____
City _____ State _____ Zip _____
Telephone _____

Do you represent:

_____ Yourself
_____ An Organization (name) _____
_____ Other group (name) _____

1. To what in the work do you object? (Please be specific. Cite page/portion of video/DVD)

2. Did you read/view the entire work? _____ What parts? _____

3. What do you feel might be the result of reading or viewing this work? _____

4. What do you believe is the theme of this work? _____

5. Are you aware of judgments of this work by critics? _____

6. What would you like the State Library to do about this work? _____

_____ Return it to the staff materials selection committee/department for re-evaluation.

_____ Other. Explain _____

7. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature _____

Date _____

October, 2011 Addendum to Collection Development Policy

As of January, 2012 the two material selection committees: State Government and Public Libraries will undergo a name change. Due to the changing nature of library materials and to better align the name of the selection committee with what the groups select, the former names will change: State Government to PAVE (print, audio visual, and ebooks) and Public Library to Audiobook (CDs/MP3 CDs and digital). PAVE focuses on selecting print books, audio visual materials and ebooks for the State Library Collection. Audiobooks focuses on selecting audiobooks in physical (CD/MP3 CD) formats and digital formats.

Formats and Special Documents Addition:

Digital Collections

The State Library offers materials in digital format to State Government employees. In August, 2011, the State Library joined the Kentucky Libraries Unbound Consortia in order to provide digital materials, such as downloadable audiobooks and non fiction ebooks, to state employees. The State Library will only purchase digital audiobooks and non-fiction ebooks per the State Library Collection Development policy.