

Table of Contents

<i>Background</i>	3
<i>Purpose of Collection Development and Management Plan</i>	3
<i>The Community and the Library</i>	3
<i>Mission Statement</i>	5
<i>Values</i>	5
<i>Collection Development Policy</i>	5
<i>Central Library Role</i>	6
<i>Branches Role</i>	6
<i>Outreach Role</i>	7
<i>Core Collection</i>	8
<i>Popular/Bestsellers/Contemporary Collection</i>	8
<i>Reference Collection</i>	9
<i>E-Collections</i>	10
<i>Magazines</i>	11
<i>Newspapers</i>	12
<i>International Language Collection</i>	12
<i>Large Print Collection</i>	13
<i>Paperbacks</i>	13
<i>Music</i>	13
<i>Audio Books</i>	13
<i>Movies</i>	14
<i>Children’s Collections</i>	14
<i>Teen Collections</i>	14
<i>Branch Collections</i>	15
<i>Special and Unique Collections</i>	16
<i>Selection</i>	19

Selection Responsibility 19

Selectors Roles 19

Collection Selection Levels 20

Popular/Basic Collection – Level 1 20

Working Collection – Level 2 20

Resource Collection – Level 3 20

Research Collection – Level 4 21

New Media and Formats 21

Collection Maintenance 22

Evaluating and Withdrawing Collections 22

Last Copy 22

Replacement 22

Binding 23

Withdrawal Responsibility 23

Management of Withdrawn Material 23

Authority to Withdraw Materials 23

Shelf reading 24

Inventory 24

Library Bill of Rights 25

The Freedom to Read Statement 25

Freedom to View Statement 28

Code of Ethics of the American Library Association 28

Core Values of Librarianship 29

Introduction

Background

The Kansas City Public Library was established by the Kansas City Board of Education in 1873 as a Public School Library that served the boundaries and tax base of the Kansas City School District and remained under the jurisdiction of that Board until 1988 when the Library became an independent institution.

The Library boundaries and tax base, which remain the same as those of the Kansas City School District, encompass a constituency of 239,000. Reciprocal and contractual use agreements with neighboring library districts and institutions, remote access to the Library's on-line databases, interlibrary loan and document delivery have made Kansas City Public Library's collections available beyond the metropolitan area.

Demographically, the Library District (which includes the city's central core) consists of 47.9% Caucasian, 41.6% African American, 9.6% Hispanic and 2.0%. The Library system consists of a central library, nine branches, and an Outreach Services program. Two of the branches are located outside the city limits.

In addition to providing library services to the residents of the tax district, the Library serves as a resource for the 1.7 metropolitan residents of greater Kansas City.

Purpose of Collection Development and Management Plan

The Collection Development and Management Plan serves as a guide for the selection and retention of collections for the Kansas City Public Library. The plan describes the role of collection development in achieving the Library's mission and strategic objectives. It defines the scope of the collection, provides a plan for the continuing development of resources which anticipate and meet the needs of our patrons, and identifies collection strengths. The collection development plan will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Comments and suggestions for changes to the Kansas City Public Library Collection Development Plan will be considered first by the Collection Development Team. Any changes recommended by the committee will be incorporated into the Plan, following approval by the Executive Director. Comments and suggestions from the public or library staff should be directed to the Director of Collection Management.

The Community and the Library

The Kansas City Public Library prides itself in providing a welcoming and inclusive environment for all people. The Library has a long history of championing intellectual freedom and strives to provide services and collections which meet the needs of its diverse patrons and the general citizenry.

Through the extensive resources of the Central Library, the nine (9) branches which serve the neighborhoods and a virtual library of e-resources, the Kansas City Public Library serves residents of the Greater Kansas City Metropolitan area and beyond. Through resource sharing, the extended resources of academic and public libraries throughout Missouri and Kansas are available to augment the collections.

Library patrons represent diversity in age, different reading levels, interests, background, religion, ethnicity, culture, education, socioeconomic level and lifestyle. While the collection cannot be all things to all people, it does take into account the fact that patrons have a variety of points of view, reading preferences and preferences for different formats, and these are represented in the collection. As the community changes, the library reassess and adapt its collections to reflect new and differing areas of interest and concern.

The Library acknowledges the important role of the community in collection development by inviting suggestions for purchase, monitoring requests, and evaluating the collections on an ongoing basis. Patrons also have the right to request that material in the Library's collection be reconsidered. The Library provides procedures for handling these requests and outlines the steps in section 209 of the Library's bylaws, which can be found on the Library's website, www.kclibrary.org.

A suggestion for purchase procedure enables Kansas City citizens to request a particular item or subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community. You can make a suggestion online.

Persons from the Kansas City community wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Library Director and the staff in relation to the library's mission statement and the selection criteria of this collection development plan. After evaluating journal reviews and other materials submitted by the patron and the staff, a response will be made by the Library Director within 30 days of receiving the formal objection.

Principles

Mission Statement

The Kansas City Public Library is a doorway to knowledge for all people in our community.

Values

1. Literacy
2. Lifelong Learning
3. Imagination
4. Intellectual Freedom
5. Service Excellence

Collection Development Policy

The Collection Development Policy provides direction and guidance for the Collection Development and Management Plan:

1. Within budgetary and space limitations, the collections will serve to enhance the cultural, literary, aesthetic, educational, and entertainment pursuits of library users and the needs of the community as a whole.
2. The library will provide a high quality collection of books and other materials in a variety of formats and languages for all ages.
3. The collection will be responsive to the needs and interests of the community and reflective of the diversity of the community.
4. To support an informed public, the collections shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature.
5. The Library will provide free and equitable access to library collections to all users.
6. In selecting materials, library staff will use professional reference resources, judgment, knowledge and experience to select these materials, and will proactively solicit advice from, as well as anticipate the needs and interests of the community.
7. The Kansas City Public Library endorses the following general library principles. Complete documents can be found under General Library Principles on page 25:
 - a. American Library Association's Library Bill of Rights.
 - b. Freedom to Read Statement.
 - c. Freedom to View Statement.
 - d. Code of Ethics.
 - e. Core Values of Librarianship Statement.

Central and Branch Roles

Central Library Role

The Central Library is a primary source of information for those who live and work in the Kansas City Metro Area. It serves the Kansas City community as a whole, in addition to serving as a resource for the nine branch libraries. The 450 thousand-plus holdings of the Central Library represent a range of popular-to-research-level books, magazines, newspapers, films, music, photographs, and ephemera in a variety of formats such as print, compact disc, DVDs and videos, microfilm, and microfiche. As the oldest library in the Metro Area it has significant resources that are unique and of continuing interest to the community, as well as core fiction and nonfiction materials for the entire library system. The bound periodical collection housed at the Central Library provides retrospective materials of a wide variety.

The Central Library also has in-depth, non-circulating subject collections in several defined areas: Kansas City history; Historical Children's Literature Collection; foundation collection; bound periodicals; and government documents. These collections include current, retrospective and primary resource coverage. In order to make some of the historical resources more widely available, the Library is digitizing text and images from these collections.

The Central Library is part of the Federal depository library, responsible for providing free access to information produced by all three branches of the United States government. The Central Library only collects selected Government Documents (as most documents are now available online) and refers patron to the full depository at the University of Missouri – Kansas City.

Branches Role

Kansas City Public Library branches collect basic materials that meet the needs of the branch community, at adult, teen and children's reading levels. Reference materials such as dictionaries, encyclopedias, atlases, selected editions of important works, and directories and handbooks are available at each branch. Circulating materials include fiction and nonfiction best sellers, classic and literary fiction, popular nonfiction materials such as cookbooks, travel books, and current, general works on a wide range of subjects.

Branches offer a variety of magazines, newspapers and multimedia materials such as audio books, CDs and DVDs. Books not collected by a branch may be obtained through the library's request system, as well as through interlibrary loan. Most of the library's large collections of electronic resources are accessible from all branch locations and online 24 hours a day at www.kclibrary.org.

Materials of ethnic and community interest are collected in branches with large representative ethnic or community groups. These collections include circulating and reference materials in English that focus on cultures of specific ethnic or community groups. The materials include customs, history, biography, arts and culture and the

experiences of specific ethnic or community groups in the United States

Language collections in the branches serve the needs of the bilingual and non-English-speaking communities of Kansas City with basic high interest non-English materials for adults, teens and children. Patrons learning new languages also use these collections. Book collections include current and classic fiction titles written in the native language, as well as translations of English language best sellers. Popular subjects such as cooking, computers, travel and poetry are included. Special emphasis is placed on materials which aid new immigrants in adapting to their new culture: language learning, citizenship information, educational materials, health, psychological support and motivational materials.

Newspapers, periodicals and audiovisual materials are also provided in the native language. Language collections are typically placed in branches when the language population reaches a level of 10% of the community. Language collections are collected at small, medium, and large levels. Small and medium collections are predominately circulating materials. Small collections range from 200 to 1000 volumes. Medium collections contain 1000 to 4000 volumes. Large collections, over 4000 volumes, include several encyclopedias and extensive reference collections. The largest branch language collections are: Spanish, at Ruiz Branch and Northeast, The International Collection at the Central Library is a system-wide resource with materials in several languages.

Outreach Role

Library Outreach serves a unique population of individuals and groups who cannot use the library in traditional ways. The collections are developed and maintained to serve those special populations. Current services focus on senior citizens, children in group care and the homebound. Outreach serves as both a promotion for traditional library services to non-traditional users and as an end in itself when users are best served by alternate methods.

Collections

Core Collection

The primary purpose of the core collection is to provide the seminal works of literary and historical renown that have been critically acclaimed as definitive in their respective fields. These titles must be of the highest quality and must in every instance appeal to and be used by the customers of the library. The core collection will reflect the rich diversity of cultures that make up the library’s community and the nation as a whole, along with regional titles of particular interest to library customers.

The library’s core collection makes no attempt to be well rounded or complete but rather to supply only the very best fiction **and most** well written nonfiction available on a wide variety of subjects that will interest and prove accessible to the educated layperson. Materials are selected for the core collection based on their ability to enrich the lives of library users and open doors to knowledge. The Kansas City Public strives through its core collection to become a People’s University providing titles of value for the lifetime learner.

The collection also includes the works of some local authors. Local authors are defined as writers who have spent a significant part of their lives in the Kansas City area. Works by notable Missouri authors may also be included. Works by these authors are collected if the work is relevant to the study of the history and culture of Kansas City. Works of local imprint are added only when they contribute directly to the social, political, or cultural history of the region. The Library will not acquire or add works of all local authors.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
The purpose of this collection is to retain seminal works of literary & historical prominence in the areas of literature, reference, music, art, movies & cultural importance; and to continue to add to the collection as definitive works are created.	These materials should be retained indefinitely and replaced as condition and availability dictates. Weeding of this collection should only be done with the input of the Collection Management Director.	Has historic value and is recognized as such by the library and publishing communities. Has enduring value and has stood the test of time. Current materials which have proven to be a cultural phenomenon and is thought to become a classic. Ex: Harry Potter. Important authors with ties to Missouri and the Kansas City area.	Core Collection lists will be created and maintained by professional staff. As these lists are finalized and changed, selectors will determine which titles we have and order those we do not. Core Collection lists will be evaluated and changed on an annual basis.

Popular/Bestsellers/Contemporary Collection

The adult fiction collection is maintained as a resource of recreational reading for the community. The Library is unable to acquire all of the many fiction titles published each year, but an attempt is made to purchase books representing a wide variety of fiction categories. The Library is very aware of public demand and will often purchase fiction titles that are not notable for literary quality or artistic merit, but have substantial popular appeal. Popular titles are

duplicated as necessary to meet demand. Because of the abundance of available fiction titles, the Library staff makes extensive use of reviews. Staff members critique individual works only when it is necessary to resolve disagreement among the reviewing sources.

The adult Non-fiction includes material on almost any topic that might be of interest or concern to the Library's users. Popular items and subjects are sometimes duplicated. Unusually expensive materials and those with an extremely narrow or limited focus are not normally acquired. Although accuracy of content and authority of a work's creators are important criteria in the selection of non-fiction materials, the library does not assume responsibility for inaccuracies or errors in the works included in its collections.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
The purpose of the collection dictates that it is a current and timely working collection. Dated information is removed.	Items are held as long as they are relevant and circulation continues to be steady.	<ol style="list-style-type: none"> 1. Popular interest 2. Contemporary significance or permanent value 3. Currency of information 4. Accuracy 5. Local emphasis 6. Readability or ability to sustain interest 7. Treatment of subject to age of intended audience 8. Reputation of author, publisher, producer or illustrator 9. Creative, literary or technical quality 10. Critical assessments in a variety of journals 11. Format and ease of use 12. Circulation as monitored through the automated system 13. Cost and availability 14. Relationship to existing materials in collection 15. Relationship to materials in other area libraries 	Because current and authoritative materials are essential for meeting the needs of a working level collection, emphasis is placed upon replacement of information still deemed current and relevant rather than retrospective development.

Reference Collection

The Central Library serves as the primary resource and reference center for the Library system. Branch library reference collections provide staff and users with basic, generalized research tools. Patrons with in-depth reference needs are referred to the Central Library. Reference Materials are those designed to be consulted for specific items of information rather than to be read consecutively. Reference works typically include encyclopedias, dictionaries, almanacs, atlases, indexes, directories, bibliographies and similar informational resources. These materials are used frequently by the public and the Library staff and are designated for use only within the Library. Virtually any item in the collection may be designated for the reference collection if staff determines that it is desirable to have the item consistently available.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
<p>The Central Library's Reference collection is intended to help Reference staff answer in-depth questions and consists of print & electronic resources.</p> <p>Branch Reference collections are meant to answer quick questions. In-depth questions which Branch staff cannot answer should be referred to the Central Reference staff.</p>	<p>Reference materials are retained for the period of which they are useful. Series of reference materials should be kept only to the degree to which they are useful.</p> <p>These items should be replaced when condition and demand require it.</p>	<p>Demonstrated or perceived demand by Library users or potential users, favorable reviews, inclusion in basic collection guides, reputation of the author, currency of information, cost, format, durability, ease of use, and relation to the existing collection. Computer-based reference sources may be preferred over print publications in some instances; these decisions will be based on cost, currency, ease of use, and the ability to make these sources available at all locations in the Library System and to library patrons by remote access.</p>	

E-Collections

E-collections are collections that is stored and displayed digitally and accessed via computers and other electronic devices. These resources are often referred to as online databases, e-books, e-audio books, digitized local history, informational resources on the Internet etc., With the E-collections the Library aims to extend access to library information, regardless of location. Patrons can access these collections within or beyond the actual, physical facilities of the Library. The electronic format enables increased usability of library resources, allowing expanded searching and interactivity. This format also increases depth and breadth of the collection system-wide, alleviating the need to purchase multiple copies of some print resources.

The Library collects a variety of online databases that may include some or all of the following: full-text magazines, newspapers, journals and other periodicals, reference sources, indexes, and abstracts. Electronic books come in text or audio form. Because electronic resources are an ever-changing medium, they must be evaluated on an ongoing basis. Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
Content output options, coverage, ease of use, feedback on database trials, number of simultaneous users, ownership of content, possible impermanence of the technology, relationship of the resource to the print collection, remote access, technical supportability, usage statistics		Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organization, currency, and relation to informational requests from library users.	

Magazines

The Library maintains a representative collection of magazines intended to supplement the book collection. The focus of the magazine collection is on publications that will provide current information on a variety of popular and practical topics. Included in this collection are general business and industry journals as well as titles dealing with health issues, consumer product evaluations, hobbies and crafts, and arts and entertainment.

To ensure that these materials are readily available for patron use, the Central Library does not circulate the majority of its magazines. Back files of many magazines are available in bound volumes or microfilm at the Central Library. There is a separate collection of children’s titles that are available for circulation at the Central Library. Branch libraries have small magazine collections that are available for borrowing.

The Library relies heavily on online resources to retrieve older periodical articles, but the Library retains back issues of a selective number of periodicals in print or microfilm format. Titles selected for retention include titles that are indexed and are useful for basic research on a variety of topics. Titles are retained in print format if the illustrations are deemed to be a significant part of the publication. Other titles are retained on microfilm. Periodicals that are not kept in the collection permanently are retained for six months to one year.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
Magazine and journal titles are selected based on relevancy, current issues, demand and pricing.	The retention of magazines and journals are based on the individual title. Titles deemed important have back issues kept on microfilm or in electronic form. Current titles at Branches and Children’s titles are kept for six months to a year.	The main criteria used to determine whether a magazine will be added to the collection are: the potential use of the magazine, its inclusion in indexes received by the Library, an examination of a sample copy, reviews of the publication, cost, the availability of the magazine at other area libraries and coverage of the publication's subject area in the Library's existing collection.	Because of the current content of magazines and journal, these items are selected and collected on a current and ongoing basis. There is no retrospective development plan.

Newspapers

The Central Library's newspaper collection consists of local papers and papers from the major cities in Missouri. A complete file of the Kansas City Star and the Call are available dating back to the late 1800s. Other local papers also may be considered for permanent retention. Other state papers are retained for three months.

A wide selection of newspapers from major cities in the nation are received and retained for three months. Also available on microfilm are national newspapers such as the Wall Street Journal and the New York Times.

Branch libraries acquire The Kansas City Star as well as their local community newspapers. Issues are retained for one week.

International Language Collection

This collection contains titles in various formats for recreational reading, listening, and viewing and for increasing fluency of a language. Need, shown by community population figures, circulation statistics and patron requests, determines in which languages the Library purchases materials. Circulation and requests indicate the subjects and genres patrons prefer. Educational titles of interest to native speakers (GED in Spanish, for example) are purchased. English works translated into international languages are purchased only upon request or anticipated high interest.

International language newspapers are not usually carried since most of them are now accessible online. Only a few international language periodicals are acquired by the library. These are located at the Central Library unless demand dictates that a title be located in a branch. Some of the branch libraries carry locally published Spanish language periodicals.

The library maintains a collection of international language materials aimed at meeting the recreational and many of the informational needs of the Kansas City community. Resources include books, magazines, and newspapers, videos and sound recordings, in the languages used by individuals in the community, for example Spanish, Armenian, Vietnamese, Chinese, etc. These materials are primarily circulating.

The library's collection also includes materials which aid in learning a second language. These resources include books such as grammars and dictionaries, audio cassettes, and videos for learning the languages most frequently studied in the community. Most of these materials circulate.

The library is committed to developing and maintaining an international language collection which meet the needs of a changing Kansas City population. International language needs are assessed through such tools as patron registration data; language needs assessments, patron requests, circulation statistics, and community awareness. The information gathered is used to determine the size and scope of the collection at each site. Availability of materials may impact the development of the collections.

Large Print Collection

Large print books are made available to serve the segment of the community that cannot read normal size print. Patron interest and the availability of titles dictate the composition of the collection that is 80-90% fiction. The majority of large print books are titles already found in the Library in regular print. The most important factors in the selection of large print books are: popularity of author and/or genre, size of print, size of volume, quality of paper and binding, and cost. Patron interest and availability of materials are also factors in determining the purchase of other large print items such as periodicals and newspapers.

Paperbacks

Due to the popularity of both the paperback format and many titles that are not otherwise available, the Library maintains a large collection of mass market paperback books including both fiction and non-fiction titles. Because of their relatively low cost and ephemeral nature, these paperbacks are not fully cataloged, but are searchable in the catalog by author and title.

The Library is very much aware of public demand and often purchases paperback titles which are not notable for their content, literary quality, or artistic merit, but which have substantial popular appeal. Series and genres for which there is established demand are emphasized. Paperback editions of cataloged titles are purchased to help meet temporary demand.

Music

The Library selects acquires and maintains a diversified collection of music. Review and selection decisions are based primarily upon popular demand and on published reviews. The Library attempts to collect recordings representing a wide range of musical genres. A core collection of music to be housed as a resource at Central is being developed.

Audio Books

The Library selects, acquires and maintains a collection of audio books. This collection primarily contains popular fiction and non-fiction titles in abridged and/or unabridged versions. If a choice is required between abridged and unabridged recordings, the unabridged will be chosen if the budget allows. Selection decisions are made based on demand, quality of recording and production, cost, shelving space, and durability of materials.

Movies

The Library selects, acquires and maintains a diversified collection of video recordings. This collection consists of informational, how-to, and popular entertainment video recordings. The collection includes feature length movies intended for home use and other private showings not constituting public performances. Review and selection decisions are based primarily on popular demand and published reviews. The Library purchases a broad selection of popular feature films, but places most of its effort in collecting informational, instructional and other video recordings not readily available at rental outlets. Video recordings produced specifically for instructional use in the classroom are not purchased.

Children's Collections

The children's collections are intended primarily for children from birth through age 12. These collections include fiction and nonfiction. Books and other formats such as periodicals, DVDs and CDs are collected. Older formats such as VHS, CD-ROM and audiocassette are disappearing as newer technologies make them obsolete.

While children are the primary users of these collections, teens and adults also use them. Parents, teachers, budding and experienced children's authors and illustrators, library school graduate students, students of children's literature, preschool teachers, adults and children learning a new language, adults studying for their early childhood accreditation, and children's literature researchers all find much to use here. Popular interest topics, children's classics, materials with great child-appeal and materials needed by children to complete school assignments comprise the majority of these collections. Multiethnic books are purchased heavily to reflect the interests of this diverse community and to meet education-related requests in this area. The Library relies on parents or guardians to decide what is appropriate for their family to read or view.

Teen Collections

The teen collections support recreational reading for ages 13 through 18. High interest, popular materials are collected. For research, teen patrons may rely on the adult and children's collections. Materials are selected from professional review sources, reviews by Kansas City Public Library teen librarians and suggestions by teen patrons. Fiction and nonfiction are collected in audio, video, and print formats.

Materials are collected to reflect the major demographics of the city. The collections are maintained on a continual basis. This is of particular importance because of the ephemeral nature of teen popular interests.

Branch Collections

Lucile H. Bluford

The Lucille H. Bluford Branch collection is reflective of the area served. Heavy emphasis is given to the history, education, and focus on the African American community of the area. While the majority of the collection is geared toward popular and current materials, there are also special collections focused on Kansas City African American history, and African American journalism, especially in the Kansas City area. This branch is also developing an African American genealogy collection. A small core collection is available. The Bluford Core Collection consists of materials that are of lasting quality and deal with the needs and interests of the community served.

Plaza

The Plaza Branch collection is second in size only to the Central Library. The Plaza Branch collection is considered to be a secondary resource collection. This collection is a unique blend of popular and high demand titles with general reference items to aide in the research of area residents. The Plaza Branch is home to a large collection of Children's items. There are a few unique collections at the Plaza Branch, including Kansas City and Harry Truman collections. The Plaza collection includes a Core Collection of titles of lasting and enduring value to the area residents.

Irene H. Ruiz Biblioteca de las Americas

The collection of the Irene H. Ruiz Biblioteca de las Americas is reflective of the Latin American culture of the surrounding neighborhood. This collection consists of materials in both English and Spanish; and consists of items to help the patron learning English. The Spanish collection consists of materials in various formats. This collection aims to honor the culture and to help those learning to adapt to the American lifestyle. The small core collection at this branch is aimed at those items of Spanish and English language which reflect on the merging of two cultures.

North-East Branch

The North-East Branch Collection consists of materials to support the very diverse clientele. This collection consists of popular, in demand titles. Titles in Spanish and other foreign languages are also prevalent at the North-East Branch. The collection's main objective is to support the eclectic population of this historic district. A small core collection highlights classics in various languages, and materials highlighting this historic area of Kansas City.

Southeast Branch

The Southeast Branch collection consists of a mixture of popular, high demand titles and items of interest to African Americans. This collection is strong in the areas of African-American literature, Jazz, Blues & Gospel Music, Children's Folklore and animals. The small core collection here consists of classics in literature, Jazz, Blues & Gospel music.

Sugar Creek Branch

The smallest branch of the Kansas City Public Library holds a popular and high demand collection. A very small core collection of noted classics, and when available items of importance to the Sugar Creek community are retained.

Trails West Branch

The Trails West Branch collection consists of a mixture of popular high demand materials as well as classics, and inspirational fiction. The small core collection consists of classics and materials related the western Independence area & selected titles relating to President Truman.

Waldo Branch

The Waldo Branch collection is a largely fiction based collection. Waldo has a large fiction readership and the aim of this collection is to fulfill that need. While fiction is the base of this collection, non-fiction and reference is also represented at this branch to serve the need of the homeschoolers in the area. The Waldo core collection consists of classics and those items which relate to the Waldo area of Kansas City.

Westport Branch

The Westport Branch collection consists of popular and high demand titles, classic and foreign films, and a respectable collection of Gay and Lesbian materials. The core collection has classics, in both print and films, in varying genres including Gay and Lesbian, and foreign films.

Special and Unique Collections

In addition to the regular circulating and reference collections, the Kansas City Public Library maintains several specialized and unique collections. The Missouri Valley Special Collections Department provides resources in the history of the Kansas City metropolitan region primarily and secondarily in areas of western Missouri and eastern Kansas, in a broad sense, the geographical area known as the Missouri Valley region. Missouri Valley Special Collections also houses the Historic Children's Literature, the Hispanic Heritage Collection, the Ramos Collection, the Best Seller retrospective collection, and a portion of the Jackson County/Kansas City historical government documents collection.

Other unique collections include Music Score, Performing Collections, foundation collection, and Historical Children's Literature Collection.

Because of its unique and often out of print resources, Special and Unique Collections are maintained at a strength level of 3.

Business and Career Collection

The H&R Block Business and Career Center contains materials to support small business, entrepreneurship, job seeking, personal finances, and general tax information. This collection contains reference and circulating print titles, as well as some DVDs and audio books. Other general business items are located in general collections of the Central and Branch Libraries.

Foundation Collection

Extensive resources of both circulating and non-circulating materials and Web links of interest to individuals and non-profit organizations are collected. Emphasis is on current periodicals and newsletters, directories of grant making organizations and information on proposal writing, fund raising and management of non-profit organizations. Periodicals and IRS 50/C-3 foundation tax returns are also included.

Federal Documents

The Library has participated in the federal depository program since its inception in 1881. We now select a basic core collection of print titles, and a few in popular areas such as law, business and education. For a more in-depth collection, patrons may wish to visit the library at the University of Missouri – Kansas City.

Missouri Documents

The Library collects the basic titles in print format that are available directly from the issuing agencies, such as the Missouri Revised Statutes, Session Laws, Official Manual of the State of Missouri and the Code of State Regulations.

Local History

Local history is the strongest segment of the Missouri Valley Special Collection Department's holdings. It encompasses an extensive selection of materials and resources covering all aspects of the history of Kansas City, Missouri in particular and the metropolitan region in general. An extensive newspaper-clipping file, started in 1900 is the most unique component of the local history collection. It is the most comprehensive record of its kind available in this area dealing with Kansas City's history and contemporary situation. In addition to newspaper articles, there are collections of photographs, scrapbooks, letters, personal papers, diaries, postcards and ephemera. Significant holdings include books, pamphlets late 19th- and early 20th-century publications of the city in addition to a variety of materials depicting the civic, educational, business and cultural development of Kansas City, Missouri. Local African-American and Hispanic oral histories are in the collection as are video copies of local television programs about Kansas City's heritage such as "Kansas City Illustrated."

Western History

Nineteenth-century publications, maps and current scholarship are in the collection. The focus is primarily on the Santa Fe Trail and the California-Oregon Trails and the area of fur trade in the early 19th century. The special strength of this collection is its selection of 19th-century works containing transcripts of the journals and diaries of western explorers.

Outlaws and Lawmen

The outlaws and lawmen materials are focused primarily on local historical figures and events with a secondary consideration of western regional people and events that fall within this category. Included is an extensive collection of outlaw materials related to the Civil War guerrillas in Missouri and local outlaws of renown in the period following the war.

Civil War

Special Collections holds a large collection of materials pertaining to the Civil War with special emphasis on the Trans-Mississippi areas of conflict, including published official records of the Union and the Confederate armies and navies, regimental histories, individuals' manuscripts, diaries and other materials in special collections. Also included are materials that assist in genealogy research.

Jackson County/Kansas City Documents

A substantial number of Jackson County and Kansas City documents are located with the Special Collections. The rest of the mostly paper collection are part of the regular Library collection. Those materials of a significant nature such as annual reports and budgets are also in microfiche and indexed in Greenwood's Index to Current Urban Documents.

John Ramos Collection

The Ramos Collection is a discrete collection of books, pamphlets, journal articles and vertical file materials that relate the African-American experience as a whole in America. The collection is named for Dr. John F. Ramos (1920–1970),

the

first African American elected to serve on the Kansas City Board of Education (1964). This collection was begun at Lincoln High School in the early years of the twentieth century as an effort to fulfill a need for library service to the African-American community. The major emphasis is on the history of African-Americans and their life and culture; however, the collection contains histories that trace the African origins and enslavement of natives from the African continent.

Historic Children's Literature Collection

The collection contains over 2,500 volumes including 370 books published prior to 1865. Both popular series books like Tom Swift and Elsie Dinsmore and the best in books for children are included. The nonfiction titles selected because of their inclusion in Children's Catalog form the most unique aspect of the collection. Many of the titles were originally in the regular circulating collection but the collection does include some early Newbery and Caldecott titles with author signatures as well as some fine examples of 19th century books illustrated by Randolph Caldecott and Kate Greenaway. The Director of Youth Services serves as the curator of the collection and is responsible for any additions to the basic collection.

Best Seller

The intent of the Best Seller Collection is to preserve a retrospective collection of America's fiction best sellers, those books that the people liked best. Thus, the collection represents part of the source documents that chronicle social history and popular culture. The collection consists of books that were the top best sellers in the United States each year dating from 1895 to the present.

Music Scores/Sheet Music

The Central Library has a large collection of unbound musical scores and sheet music.

Selection

Selection

Selection refers to the act of identifying and evaluating specific items for addition to the Library's collection or the decision to provide access electronically. Selectors are responsible for selecting titles which fit in with the collection criteria in this plan, and help the Library fulfill its mission.

Selection Responsibility

Final responsibility and authority for selection rests with the Executive Director, who operates within the framework of the policies adopted by the Kansas City Public Library Board of Trustees. The Director of Collection Management provides continuity and relevance in the Library's collection through an organized structure for planning, budgeting, selecting, and managing library materials.

Selection is performed by assigned staff members with specific areas of interest or expertise. Staff involved in the selection process have wide reading backgrounds and interests and keep current in their assessments of user needs. The staff consults a variety of reviewing sources, consults with community members with expertise in certain areas, and responds to the demands of the patrons. Staff whose primary responsibility is not selection are encouraged to participate in collection development and maintenance by identifying the needs of their users and systematically relaying that information to the Director of Collection Management and/or selectors.

Selectors Roles

Subject Specialist Selectors

Subject specialists are professional staff trained in a variety of areas. Each subject specialist is responsible for the selection of their area of expertise. Subject specialists select materials for the Core Collection, Central Library's circulating and reference collections. They are also responsible for selecting core collections for the branches.

Centralized Selector

The centralized selector selects materials in all formats that fulfill the need for high demand and popular titles for the circulating and browsing collections. The centralized selector also manages the suggestion for purchase list and orders those items which meet our collection standards; monitors the holds list in order to assure there are enough copies of items to meet the requests; along with acquisitions staff manages standing order plans; and works with the Collection Management Director to ensure collections stay up to date and in good order.

Branch Managers and Service Area Managers

Branch Managers and Service Area Managers are responsible for surveying the collections in their area and requesting materials they see as missing from their collections or need enhancement. Managers must be very active and

involved in knowing what their community needs are and making sure that materials are selected and acquired that meet those needs. As gaps appear in the collection the Branch Managers and Service Area Managers are responsible for making sure materials are bought for replacement. Collection maintenance of their location falls to the Branch Manager and Service Area Managers.

Collection Selection Levels

The following definitions of collection intensity have been developed to provide guidelines for acquisition and evaluation of subject areas within the collection.

Popular/Basic Collection – Level 1

Acquire best-sellers and popular materials based on demand or anticipated demand. Select basic works which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use and condition of an item.

1. Best seller and popular/recreational materials in all formats as well as Internet resources of interest to the general library user.
2. Continuous review based on use per 6 – 12 month period.
3. Limited reference resources to help with homework through high school and consumer interest questions.
4. Periodicals/magazines reflect popular interests of community served. All issues except the most current circulate. Access to back issues through electronic resources.
5. Serves the general user and children from birth through high school.

Working Collection – Level 2

Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection. Weed based on significance of title and changing use.

1. Popular, current resources and significant works/classics.
2. Maintenance of a retrospective collection to reflect standard titles in all subject areas such as found in Public Library Catalog and other standard subject bibliographies and lists.
3. Minimum-depth, broad-scope reference collection.
4. Periodicals emphasize currently indexed titles; retained in 5 – 10 year runs.
5. Review based on value and/or use of the resource per 2 – 5 year period.
6. Electronic resources acquired through license or contract are reviewed as part of the renewal cycle. Web linked resources are reviewed monthly for continued connectivity.
7. Serves the non-specialized needs of the general reader through community college student.

Resource Collection – Level 3

Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a moderate plus depth, broad scope collection. Weed based on significance of title and changing use, paying attention to cultural significance.

1. Popular and significant resources, plus works in specific subject fields that appear on authoritative subject bibliographies.
2. Reference resources in all formats should provide broad, in-depth current and retrospective subject

coverage.

3. Periodical coverage should be extensive for general subject area indexes with strong retrospective holdings.
4. Weeding for all but electronic resources is based on use per 6 – 15 year period for materials with content that is not compromised by recent scholarly discovery.
5. Science and technology works should be reviewed at five-year intervals.
6. Collection should serve the needs of the general reader through undergraduate level student.

Research Collection – Level 4

Acquire all available current and retrospective works for comprehensive coverage of a field. Retain all titles and holdings with an emphasis on preservation. Virtually no weeding should occur.

1. Comprehensive collection of current and retrospective materials, regardless of format or condition.
2. All titles and holdings are retained with an emphasis on preservation.

New Media and Formats

The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the Kansas City community.

Collection Maintenance

Collection Maintenance

Collection maintenance is an ongoing part of the conscientious evaluation of collections by professional librarians and is undertaken with as much care and consistency as the initial selection of materials. Collection maintenance helps to keep the collections current, attractive, responsive, diverse and useful to the needs of the community.

Evaluating and Withdrawing Collections

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection.

Those materials determined to no longer be of value are withdrawn from the collection. Library materials are withdrawn for one or more of the following reasons:

1. Obsolescence: subject matter is no longer timely, accurate, or relevant
2. Damage or poor condition
3. Space limitations
4. Insufficient use

Criteria for removal of material are outlined in the procedural document "Guidelines for Selectors" and include condition, currency, and popularity of material. Special consideration is given to retaining last copies of fiction and biography titles.

Last Copy

The last copy of a work in the Kansas City system is evaluated in terms of its value to the community, with consideration to the following:

1. Local interest
2. Reputation of author, publisher, producer, illustrator
3. Significance as identified in standard bibliographies
4. Quality of graphics
5. Uniqueness of information for research
6. Use

Replacement

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

1. If it is a core collection title
2. Availability of copies in the system
3. Popular interest
4. Adequacy of coverage in the subject area

5. Significance in subject area
6. Cost and availability

Binding

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

1. Historical significance and preservation
2. Adverse impact on circulation because of appearance
3. Feasibility of binding
4. Cost of binding vs. cost of replacement

Withdrawal Responsibility

Managers/Librarians are responsible for regular evaluation of collections in their branch, unit or selection area. The Director of Collection Management is responsible for replacement and refreshment lists that aid managers/librarians in this evaluation.

Staff will review their collections for gaps in subject areas and replacement of titles in or out of print as appropriate, based on the criteria below:

1. Core collection
2. Accuracy and currency of information
3. Physical condition of materials
4. Availability of newer, more comprehensive or more accessible material
5. Relevance to collection and scope of collection
6. Ease of borrowing materials from another library
7. Relevance to community needs
8. Date of last circulation and number of circulations
9. Number of copies in the collection

Management of Withdrawn Material

When library materials no longer meet the selection criteria for inclusion in the collections the following options are available:

1. Community Redistribution program to public-benefit organizations such as the Friends of the Library
2. Offer to Outreach collections
3. Offer to other libraries
4. Refer branch last copies to Central Library subject specialists
5. Recycle damaged materials
6. Discard government property in compliance with federal, state and local laws

Authority to Withdraw Materials

The authority to withdraw materials from the general collections falls to the Branch/Department Manager, in conjunction with the Director of Collection Management. Core collections and last copies, should not be withdrawn without first consulting with the Director of Collection Management. The ultimate authority on withdrawing materials falls with the Executive Director of the Library.

Shelf reading

In order to keep the collections aesthetically appealing and usable, regular and continuous shelf reading takes place at each location. The responsibility for shelf reading falls to the Branch/Department managers and their staff.

Inventory

The Director of Collection Management and staff, in conjunction with Branch/Department staff, conduct an annual inventory of all collections. The series of inventories take place throughout the year. Inventories ensure the collection continues to meet all aspects of this plan, as well as the Library's strategic plan, and provides for a clean and update bibliographic database.

General Library Principles

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:

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

The Freedom to Read Statement

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,**

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.

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

Freedom to View Statement

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 guarantee 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.

Endorsed January 10, 1990, by the ALA Council

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.

1. 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.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. 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.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. 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.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. 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.
8. 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.

Core Values of Librarianship

The foundation of modern librarianship rests on an essential set of core values that define, inform, and guide our professional practice. These values reflect the history and ongoing development of the profession and have been advanced, expanded, and refined by numerous policy statements of the American Library Association. Among these are:

1. Access

All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users. [ALA Policy Manual 53.1.14](#) (Free Access to Information)

2. Confidentiality/Privacy

Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship. [ALA Policy Manual 53.1.16](#) ([Library Bill of Rights](#))

3. Democracy

A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free and equal access to information for all people of the community the library serves. [Interpretations of the Library Bill of Rights](#), [Economic Barriers to Information Access](#)

4. Diversity

We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve. [ALA Policy Manual 53.8](#) ([Libraries: An American Value](#))

5. Education and Lifelong Learning

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all. [ALA Policy Manual 1.1](#) (Mission, Priority Areas, Goals)

6. Intellectual Freedom

We uphold the principles of intellectual freedom and resist all efforts to censor library resources. [ALA Policy Manual, 54.16](#) ([ALA Code of Ethics, Article II](#))

7. Preservation

The Association supports the preservation of information published in all media and formats. The association affirms that the preservation of information resources is central to libraries and librarianship. [ALA Policy Manual 52.2.1](#) ([Preservation Policy](#))

8. The Public Good

ALA reaffirms the following fundamental values of libraries in the context of discussing outsourcing and privatization of library services. These values include that libraries are an essential public good and are fundamental institutions in democratic societies. 1998-99 CD#24.1, Motion #1

9. Professionalism

The American Library Association supports the provision of library services by professionally qualified personnel who have been educated in graduate programs within institutions of higher education. It is of vital importance that there be professional education available to meet the social needs and goals of library services. [ALA Policy Manual 56.1](#) (Graduate Programs in Library Education)

10. Service

We provide the highest level of service to all library users ...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. [ALA Policy Manual 54.16](#) ([Statement of Professional Ethics](#))

11. Social Responsibility

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement. [ALA Policy Manual, 1.1](#) (Mission, Priority Areas, Goals).

Adopted June 29, 2004, by the ALA Council.