

NORTH KINGSTOWN FREE LIBRARY

COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT

The North Kingstown Free Library exists to meet the changing and enduring cultural, educational, informational, recreational and research needs of its users.

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

The Collection Development Policy offers guidance to library staff in the selection and retention of library materials for the North Kingstown Free Library. Its primary objective is to ensure the library can provide the community with relevant materials to make the library a dependable resource for most people most of the time. It also serves to inform the public of the library's principles which govern the library's materials selections.

GENERAL PRINCIPLES

The Collection Development Policy is based on the library's mission statement and the long-established principles of the [Freedom to Read Statement](#), [Freedom to View Statement](#), the [Library Bill of Rights](#), and the [relevant interpretations](#), as adopted by the American Library Association.

ABOUT OUR COLLECTION

The North Kingstown Free Library provides a robust, relevant collection of materials in a wide range of formats to support the informational, educational, and recreational needs of our community. We strive to provide access to resources that are current, meaningful, and engaging—within the practical limits of space, staffing, and budget.

The library's goal is to build a collection that reflects the community and to represent a variety of ideas, information, stories and experiences. The library recognizes varying viewpoints, ideas, beliefs and philosophies and will provide access to diverse points of view. Inclusion in the library's collection is not an endorsement of any particular point of view or belief.

CRITERIA FOR SELECTION

Certain factors influence the selection of library materials. All acquisitions, whether purchased or donated, will be judged in terms of the following standards:

- Community needs and interests
- The importance of subject matter to the collection
- The creator's significance and credibility
- Availability of the material in the Ocean State Libraries (OSL) Consortium
- Price and availability
- Timeliness or permanence of the material
- The presence of favorable reviews in standard, independent review sources such as: *Library Journal*, *Kirkus Reviews*, *Booklist*, *School Library Journal*, *Publisher's Weekly*, *The New York Times Book Review*, and the *New York Review of Books*; reviews in local newspapers such as the *Providence Journal* or the *Boston Globe*, also in trade publications such as *Time Magazine* and in popular book review sources such as *BookPage*.
- Suitability of physical form for library use, as well as type and legibility

Works that are entirely written by or narrated by artificial intelligence (AI) will not be considered for the collection.

Using the criteria listed above, materials are recommended for purchase by the professional staff. The final responsibility for selection of library materials lies with the Library Administration.

ELEMENTS OF THE NORTH KINGSTOWN FREE LIBRARY COLLECTIONS

Adult Nonfiction

The Adult Nonfiction Collection serves mainly the high school age to adult patron and is selected on the basis of permanent or timely value to the community and collection, accuracy of information, authoritativeness, clear presentation and readability, and social significance.

The South County Room Collections also fall under the Adult Non-Fiction Department. There is a separate Collection Policy for these materials: [South County Room Collections Collection Policy](#). These collections document the history and culture of the Town of North Kingstown.

Fiction

In selecting fiction, a range of genres and literary styles, anticipated popular demand, local interest or appeal, and patron requests to purchase are the main criteria for selection.

Young Adult

Materials in the young adult collection are published for and marketed towards middle schoolers and/or high schoolers (grades 6-12, or ages 12-18). This collection includes fiction and popular non-fiction. Materials are selected based on anticipated popularity, patron requests, reviews, award lists, and representation within the collection.

Children's

The collection serves the needs of young people from birth to middle school and includes materials specifically designed to help children develop a love of reading, learn to read proficiently, and complete school assignments. Selections are based on professional resources and the requests of parents, children, and teachers. The durability and cost of specific formats are also taken into consideration.

Media

The selection of media, including DVDs, Blu-rays, music CDs, audio books on CD, Playaways, ebooks and downloadable audio, will follow the same general criteria as that for print materials. Popularity and patron interest are prime factors that drive selection of media, coupled with price and expected longevity.

Digital Collections

North Kingstown Free Library offers access to subscription databases and digital collections. The selection of digital collections will follow the same general criteria as that of our physical collections. The library also provides access to digital collections that are offered to all Rhode Island library cardholders via Ocean State Libraries (OSL) and the Rhode Island Office of Library and Information Services (OLIS). The library refers to those organizations' collection policies for materials provided through their subscriptions.

REPLACEMENT OF MATERIALS

The library will not automatically replace all materials withdrawn because of loss, damage, or wear. Decisions will be based on the following considerations:

- Demand for the specific material
- Number of copies held within the library and in the OSL Consortium
- Availability of newer and better materials on the subject
- Available funding

WEEDING

The North Kingstown Free Library recognizes the need to continuously evaluate its collections in response to the changing nature and needs of its community, through weeding (i.e., removal from the collection), replacement, and duplication of its materials. Weeding is a necessary function of selection

because it systematically eliminates outdated materials, materials which are no longer of interest or in demand, unnecessary duplicates, and worn or mutilated materials.

GIFTS

Gifts and donations made to the library will be integrated into the collection following the same criteria used for selection. Any donations not used in the collection may be given to other organizations, sold in the Friends of the Library Book Nook or recycled. See the [list of acceptable donations](#) for more information.

LOCAL AUTHORS

Donated or purchased copies of books written by local authors are accepted at the library; however, inclusion within the library collection will be determined by library staff following the general selection criteria.

NEW TECHNOLOGIES

Recognizing that the technological age is initiating a revolution in information access and distribution, North Kingstown Free Library will acquire various resource materials in various formats, as dictated through demand and price.

RECONSIDERATION OF LIBRARY MATERIALS

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While a person may reject materials for himself or for his children, he cannot exercise censorship to restrict access to library materials by others.

The North Kingstown Free Library supports intellectual freedom and the right of library users to read and seek information. The library endorses the [Freedom to Read Statement](#), [Freedom to View Statement](#), the [Library Bill of Rights](#), and the [relevant interpretations](#), as adopted by the American Library Association.

Patrons wishing reconsideration of library materials must complete the [Request for Reconsideration Form](#) in its entirety. Only signed complaints will be considered. The Library Director will acknowledge receipt of the form within fourteen business days. The relevant Library Staff and a Library Administrator will review the library material to ascertain whether it meets the standards set forth in the library's Collection Development Policy, and to make a written recommendation to the library director as to the validity of the complaint. During this process the material in question will remain on the shelf and available for circulation. The Library Director will respond to the request for reconsideration within thirty days. This timeline allows the library staff to evaluate an item in its entirety rather than focusing on portions of the content.

After reviewing the recommendation, the library director decides whether the library material remains on the shelf or is removed and notifies the patron of said decision. A final appeal may be made to the Library Board of Trustees.

- Decisions regarding materials that are part of a series may be applied to the entire series.
- The library does not accept lists of items for reconsideration. Each item must be accompanied with an individually completed reconsideration form.
- A title will only be considered for reconsideration once in a thirty-six month period.

A copy of the complaint form will be mailed to the ALA Intellectual Freedom Committee.

Approved by the North Kingstown Free Library Board of Trustees 7/20/2015

Amended and approved by the North Kingstown Free Library Board of Trustees 6/9/2025