


a. Review of Library Collection Development Policy

TRANSMITTAL MEMORANDUM

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TO: The Honorable Mayor & City Council Initials: 
FROM: Delilah A. Walsh, City Manager File #: MGR24-551
DATE: August 5, 2024 Mtg. #: 09/05/24 UBa
RE: **Review of Library Collection Development Policy**

The following motion was deferred at the regular Council meeting of July 20, 2023. The Library Advisory Board has reviewed the final policy, which is attached for Council information.

Background:

At the regular Council meeting of July 06, 2023, Councilor Bradberry commented that the Library Advisory Board (LAB) would be reviewing the Library's Collection Development Policy (Policy) and requested that the City Council review that Policy and direct staff to make changes. The item was before Council during the regular meeting of July 20, 2023. At that meeting, the Council voted to defer review of the Policy until after the LAB completed its review in October 2023.

The LAB reviewed and approved the final updates of the Policy at their regular meeting of July 10, 2024.

Current Status:

This a policy that exists at the department level and is a living document that is reviewed by Library staff and the LAB on an as-needed basis to ensure that it remains relevant to the needs of the community, fulfills the Library's mission statement and complies with all City codes and ordinances.

Ms. Tully has provided Council with the deliberative record as well as the final document. It is not necessary for the City Council to approve this policy as it a departmental document; pursuant to the Council's direction, the motion detailed below effectuates Council input and action.

The motion on the floor that was deferred from the July 20, 2023, City Council meeting was:

Moved by Bradberry, seconded by Gass to review the Library Collection Policy, consider any Library Advisory Board recommendations, and direct staff to make any changes conveyed and approved by the City Council.

To: Delilah Walsh, Manager, City of Ketchikan / KPU General Manager
Ketchikan City Council

From: Pat Tully, Library Director

Date: July 21, 2024

Re: Proposed revisions to the Library Collection Development Policy

In July 2023 the Library Advisory Board began a review of the Ketchikan Public Library's collection development policy; this review continued in its October meeting and concluded in January 2024. The Board's recommendations were reviewed by the Library's professional librarians at a meeting on April 23rd. (Head of Adult & Technical Services Lisa Pearson, Head of Youth Services Amie Toepfer and Library Director Pat Tully are professional librarians with MILS degrees in library science.) The librarians approved the Board's recommendations with the exception of three small changes. The librarians also made several changes of their own, mostly to delete passages concerning outdated collections and formats.

Revision summary: Two versions of the amended policy accompany this memo. One is the current policy with markups—the Advisory Board recommendations are in red, and the librarians' changes are highlighted in yellow. The other version is the draft policy with all changes made.

Page 1:

- **Preamble:** The Board recommended adding this in order to set forth the constitutional foundation of the Library's collection development policy.
- **Introduction:** The Board's recommendations clarified wording and added a mention of the Library's mission statement. The librarians' changes were to delete unnecessary wording and specific lists of item formats, some of which are now obsolete.

Pages 2-3:

- **Selection Criteria:** The Board recommended re-wording the beginning of this section to more clearly reflect how items are selected, and recommended a few other minor changes.
- **Resource Placement:** The Board recommended adding this section to explain how librarians determine where in the Library to place new items; and to make it clear that children and teens have access to all Library collections and, by State law, a public library may not reveal information on a child's account to a parent or guardian without the child's permission.

Pages 3-4:

- **Labeling:** The librarians added this section to explain the purpose of genre labels added to items.
- **Cooperative Collection Development:** The librarians deleted the outdated paragraph on the Alaska Court System Library.
- **Selection Responsibility:** The librarians deleted references to specific proportions of fiction to nonfiction titles, and redundant wording.

Pages 4-5:

- **Collection Maintenance:** The librarians deleted the last sentence regarding mending of damaged materials.
- **Conservation:** The librarians deleted a few unnecessary words.
- **Displays:** The librarians added this section explaining the purpose of Library displays of items in its collections.
- **Collection Formats:** The librarians deleted the section on the reference collection, tightened up the wording for several other collections, and deleted the list of realia formats, since these change over time.

Next steps: Library Director Pat Tully presented these revisions to the Library Advisory Board at its July 10, 2024 meeting, and will present the revised policy to the Ketchikan City Council at their August 15 meeting for their review and approval. Once approved by the Council, the new policy will replace the old policy on the Library's website.

Recommended Motion: The City Council approves the recommended changes in the Ketchikan Public Library's collection development policy, effective immediately.

Ketchikan Public Library - Collection Development Policy – with markups

Preamble: The Ketchikan Public Library, as an extension of the City of Ketchikan and a public entity charged with serving the people of the Ketchikan Gateway Borough, regards the 1st Amendment of the United States Constitution of America to be sacrosanct. Library staff, the Ketchikan City Council, City of Ketchikan staff, and the Mayor of the City of Ketchikan are agents of the state and, as such, are solemnly tasked with upholding the 1st Amendment of the United States Constitution of America while erring on the side of the individual liberties of the citizens they serve if ever a conflict arises from the materials provided at the Ketchikan Public Library. It is with this truth in mind that the Ketchikan Public Library works diligently to ensure that all members of the community have access to a broad spectrum of materials that are carefully vetted and selected using established and proven sources, resources and guidelines. The Ketchikan Public Library will make every reasonable effort to select materials that fall within acceptable standards of public consumption while also being mindful of the harmful effects of censorship within a community and the Nation.

Knowledge and freedom to acquire knowledge, in its many forms, is foundational to life, liberty, and the pursuit of happiness. The Ketchikan Public Library Collection Development Policy is built on this pillar.

Introduction: The Library Director, with the advice of the Library Advisory Board, will set policy and guidelines governing materials selection. This policy will be reviewed annually and revised if necessary and revised, if necessary, on an annual basis by the Library Director and the Library Advisory Board to ensure that both understand, approve, and support the policy. The Library Advisory Board and the library staff recognize the responsibility to provide materials representing diverse points of view, as reflected in its mission statement, which can be found on the Library's website: <https://www.ketchikanpubliclibrary.org/>. The Ketchikan Public Library subscribes to and supports the American Library Association's Library Bill of Rights and the American Library Association Freedom to Read statement.

The Library's collection is composed of fiction and nonfiction titles that reflect the unique character of this community. It provides educational, recreational, cultural, and research information in a wide variety of formats that include books, magazines, newspapers, maps and pamphlets, as well as non-print material such as DVDs, compact discs, realia, and electronic and online resources. The Adult Division collection concentrates on the needs of the adult lifelong learner by providing popular and high interest fiction and nonfiction materials. A core collection of recommended materials in both reference and general works is augmented by a strong regional collection and well-developed marine, travel, health, crafts/hobbies, cultural, and "how-to" sections. The Children's Division maintains a strong juvenile fiction and nonfiction collection, which equally represents youth 0-13 years of age and their caregivers. The Teen Room contains young adult materials fiction and non-fiction, books, DVDs, and CDs. The Ketchikan Public Library does not collect for curriculum support. The Public Library can be an additional source of information and assistance but the school libraries are primarily responsible for curriculum support.

Ketchikan Public Library - Collection Development Policy – with markups

Selection Criteria:

~~Each title is selected on its own merit and the needs of the audience for whom it is intended. Selection is made primarily on the basis of book reviews and other professional tools. We base much of our selection on a wide variety of review sources because we believe that reviews provide the best way to evaluate the quality of an item. However, we broaden the collection by seeking out additional titles in areas that are not well covered by review media and by responding to requests from patrons and staff.~~ Major selection tools for the Ketchikan Public Library include Booklist, Library Journal, School Library Journal, and Kirkus. Works that have won major awards such the Caldecott, Man Booker, and Academy Awards are also considered for selection. Patron requests are given strong consideration. Publishers or dealer's catalogs and "bestseller" lists are also ~~are~~ used for selection. No single standard exists which can be applied in all acquisition decisions. Some materials ~~must~~ may be judged primarily on their artistic merit, some on their scholarship, some on their value as human documents; others ~~are needed~~ may be added to satisfy recreational and entertainment needs. General criteria considered in evaluation and reevaluation of materials for the Ketchikan Public Library include:

- Funds and space
- Popular interest and usefulness
- Authority, effectiveness and currency
- Attention of reviewers, critics, and public
- Reputation and/or significance of author
- Suitability of physical form for library use
- Availability of similar material in other library collections
- Overall balance in subject and point of view

Recommendations from library users are encouraged and will be purchased if they meet the above criteria.

Most items in the Alaska Digital Library collection are selected by a committee of the Alaska Library Network. Patron suggestions are considered by the committee in making their selections.

Resource Placement

~~After~~ Before deciding to order a new item, the selector makes a preliminary determination of the collection in which to place it, based on the information in the review sources:

- The audience for which it is written or created
- Reading level
- Reviewer recommendations
- Placement of other items in the series (for items in series)

When the Library receives the item, the selector makes a final decision about the collection in which it will be placed. If the selector thinks that the most appropriate place for the item is in a collection overseen by another selector, they will review the item with that selector and come to a consensus as to its placement.

Ketchikan Public Library - Collection Development Policy – with markups

Parents and legal guardians should be aware that children have access to all materials in the Library. Library staff do not monitor or censor the reading selections of children. It is the responsibility of the parents or legal guardians to monitor their child's access to materials while in the Library. Parents or legal guardians have the right and responsibility to determine what is appropriate for their own children. The Library relies on parents or legal guardians to be involved with their child's use of the Library and to guide their child's selection of Library materials.

Privacy laws of the State of Alaska (Sec. 40.25.140) prohibit public libraries from revealing details of a patron's account—including those of minor children—to another individual. However, a child may request that a permission note be added to their library account to allow parental access.

Labeling

Library sanctioned labels may be used on library materials as viewpoint-neutral directional aids. The intent of these genre labels is to assist users in quickly locating materials of interest to them.

Cooperative Collection Development

The Ketchikan Public Library is part of the First City Libraries system. This means it shares computer equipment, a common database, and a circulation system, with the Ketchikan Gateway Borough School district. The computer system is fully integrated so each library can tell exactly what titles other libraries own, thereby avoiding needless duplication and facilitating cooperative collection development. Materials owned by member libraries are, in most cases, freely shared with all patrons.

~~The Ketchikan branch of the Alaska Court System Library maintains a collection of federal and state law and associated materials while the Public Library maintains a collection of materials on Alaska State Law. The Library also collects materials of general interest related to law and the courts, as well as, do it yourself business and personal law.~~

The Ketchikan Public Library also participates in an interlibrary loan program. The library is an active member of the OCLC Network, which provides access to the bibliographic holdings of libraries nationwide.

Weeding & Inventory

Using selection criteria and circulation statistics, librarians select items to withdraw from the collection in an ongoing process. This ensures that the Library's collections are relevant and meet the community's changing needs. A complete inventory of the collection is done yearly.

Selection Responsibility

The Library Director has the final responsibility for maintenance and development of the collection. The Adult Services Librarian is the acquisitions librarian for the adult fiction and nonfiction. Approximately ½ nonfiction and ½ fiction titles are selected for adult interests. The Children's Librarian is the acquisitions librarian for the children's and young adult (teen) fiction and non-fiction collections. Approximately 1/2

Ketchikan Public Library - Collection Development Policy – with markups

~~fiction and 1/2 nonfiction titles are selected for children and young adults.~~ The large print collection is the responsibility of the Outreach Librarian ~~and is primarily popular fiction.~~ ~~Each librarian chooses newly published, older and replacement titles in their selection area, with input by other staff members as needed.~~

Collection Maintenance

Materials are reviewed regularly and systematically by the appropriate librarians to assess overall quality and physical condition. Materials of current value but in poor physical condition will be evaluated for mending, rebinding, or replacement. ~~Mending is only done in cases of minor damage or when there is no alternative.~~

Duplication

Duplicate titles are added to the collection only under careful consideration and sufficient demand. This situation is driven by budgetary and space constraints.

Conservation

The library supports conservation and preservation of ~~all~~ historic materials of regional interest. Many books in the Tongass Historical Museum collection have been entered into the First City Libraries ~~union~~ catalog. While the Tongass Historical Museum's collection does not circulate, it is available for the public to use in-house. Occasionally, an item from the library collection will be donated to the Museum.

Gifts

Selected donations will be evaluated for inclusion in the collection in the same manner as new materials. Items not selected for inclusion in the collection will be disposed of or given to the Friends of the Ketchikan Public Library to be sold at their book sale. The library cannot legally appraise gifts for tax purposes.

Displays

The Library includes diverse opinions, viewpoints, interests and genres in its displays. The purpose of Library displays is to draw attention to the variety of materials in the Library's collections.

Collection formats

- ~~Reference: Items selected are works in a variety of high interest subject areas, or which are included in standard reference bibliographies for small libraries. This collection is reviewed annually for currency and effectiveness. These items do not circulate so that they will always be available for patron use.~~
- Alaskana: Items of state and local interest are placed in the non-circulating Alaskana collection so that they will always be available for patron use and research. Extra copies may be placed into general circulation, depending on value and ease of replacement.
- Magazines: ~~Subscriptions are heavily used in the library and all~~ All but current copies circulate. Back issues are generally held for one year for monthly periodicals and 3 months for weekly periodicals. The Library's subscription list is reviewed annually and titles are added or dropped according to use.

Ketchikan Public Library - Collection Development Policy – with markups

- Newspapers: Subscriptions to regional and state newspapers provide patrons with current information. All newspapers are kept for at least two weeks. The Ketchikan Daily News is kept in hard copy until microfilmed. Microfilm copies of Ketchikan papers are retained for research.
- Pamphlet files: State and local historical items are kept for Alaskan and general interest information. Small items which present shelving problems, or clippings are included as well as information not available in other formats.
- Maps: The Library topographic maps of Southeast Alaska and some local navigational charts are collected.
- Video and audio: Informational, educational, and recreational-literary DVDs, CDs and other video and audio materials are collected to provide alternate access to information. Price and space are is a serious consideration^s in the purchase of videos and audiobooks. Outstanding popular culture and award winning films are included. Critically acclaimed foreign films, independent films and PBS productions are heavily collected. DVDs and various audio formats are currently being purchased for the collection.
- Online: The Library is a member of the Alaska Digital Library and through it provides access to a large collection of downloadable electronic and audio books. The Library also provides access to the State's SLED databases, and subscribes to a small number of electronic databases.
- Realia: The library collects a variety of items that are not text-based. These items are chosen for their durability, local interest, ease of circulation and storage, and contribution to the library's mission to supply materials for educational and recreational purposes. This collection includes such things as board games, craft tools, AV equipment, puppets and GPS locator beacons.

Ketchikan Public Library - Collection Development Policy – May 2024 draft

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Conservation: The library supports conservation and preservation of historic materials of regional interest. Many books in the Tongass Historical Museum collection have been entered into the First City Libraries catalog. While the Tongass Historical Museum's collection does not circulate, it is available for the public to use in-house. Occasionally, an item from the library collection will be donated to the Museum.

Gifts: Selected donations will be evaluated for inclusion in the collection in the same manner as new materials. Items not selected for inclusion in the collection will be disposed of or given to the Friends of the Ketchikan Public Library to be sold at their book sale. The library cannot legally appraise gifts for tax purposes.

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Displays: The Library includes diverse opinions, viewpoints, interests and genres in its displays. The purpose of Library displays is to draw attention to the variety of materials in the Library's collections.

Collection formats

- **Alaskana:** Items of state and local interest are placed in the non-circulating Alaskana collection so that they will always be available for patron use and research. Extra copies may be placed into general circulation, depending on value and ease of replacement.
- **Magazines:** All but current copies circulate. Back issues are generally held for one year for monthly periodicals and 3 months for weekly periodicals. The Library's subscription list is reviewed annually and titles are added or dropped according to use.
- **Newspapers:** Subscriptions to regional and state newspapers provide patrons with current information. All newspapers are kept for at least two weeks. The Ketchikan Daily News is kept in hard copy until microfilmed. Microfilm copies of Ketchikan papers are retained for research.
- **Pamphlet files:** State and local historical items are kept for Alaskan and general interest information. Small items which present shelving problems, or clippings are included as well as information not available in other formats.
- **Maps:** The Library topographic maps of Southeast Alaska and some local navigational charts are collected.
- **Video and audio:** Informational, educational, and recreational DVDs, CDs and other video and audio materials are collected to provide alternate access to information. Price and space are serious considerations in the purchase of videos and audiobooks. Outstanding popular culture and award winning films are included. Critically acclaimed foreign films, independent films and PBS productions are heavily collected. DVDs and various audio formats are currently being purchased for the collection.
- **Online:** The Library is a member of the Alaska Digital Library and through it provides access to a large collection of downloadable electronic and audio books. The Library also provides access to the State's SLED databases, and subscribes to a small number of electronic databases.
- **Realia:** The library collects a variety of items that are not text-based. These items are chosen for their durability, local interest, ease of circulation and storage, and contribution to the library's mission to supply materials for educational and recreational purposes.

July 20, 2023

**Permit for Use of City Property – Rainbird Trail Parking Lot
Between the City of Ketchikan and the Alaska Department of
Administration (ADOA)**

Moved by Bradberry, seconded by Gage the City Council approve the Permit for the use of City Property between the City of Ketchikan and ADOA, and authorize the City Manager to execute the agreement on behalf of the City Council.

Councilmember Bradberry asked for clarification that this agreement basically states ADOA can set out the cones Thursday morning for testing and be removed in the evening.

Assistant Manager Simpson clarified for Councilmember Bradberry, that it was staff's understanding from the Council that you would like essentially to give the State of Alaska unlimited access to the lot while they are using it.

Manager Walsh said this permit will give them full use of that lot for this purpose. She said she would speak with Public Works to have the State come up with the best solution so as to not block the parking near the trailhead.

Moved by Bradberry, seconded by Mahtani to amend the agreement to allow them to use the back parking lot near the Ted Ferry Civic Center when the Rainbird Trail parking lot is under construction or maintenance.

Manager Walsh said she believed the use of the Ted Ferry Civic Center parking lot is not exclusive, as we share it with another business, and she would like to do some research on that.

Councilmember Bradberry said based on that information she would like to pull her amendment with the consent of the seconder if there are no objections from the Council, and none were heard.

Main Motion passed with Flora, Mahtani, Kistler, Finnegan, Gass, Gage and Bradberry voting yea.

Review of Library Collection Development Policy

Moved by Bradberry, seconded by Gass to review the Library Collection Policy, consider any Library Advisory Board recommendations, and direct staff to make any changes conveyed and approved by the City Council.

Moved by Flora, seconded by Finnegan to defer review of the Library Collection Policy until after the Library Advisory Board meeting of October 2023.

A lengthy discussion ensued by the Council.

Motion to defer passed with Gage, Kistler, Flora and Finnegan voting yea; Mahtani, Bradberry and Gass voting nay.

APPROVAL OF VOUCHERS

Moved by Finnegan, seconded by Mahtani for the approval of vouchers to Parnassus Books in the amount of \$73.94.

Motion passed with Gage, Bradberry, Flora, Mahtani, Kistler and Finnegan voting yea; Gass voting nay.