

Kent County Public Library
Materials Selection & Collection Maintenance Policy

Policy: The Kent County Public Library endeavors to provide materials and services to meet the recreational, informational and educational needs of Kent County residents. The Library will not restrict the freedom to read, view, or access materials and information.

The Kent County Public Library and the Kent County Board of Library Trustees affirm the principles of intellectual freedom adopted by the American Library Association as defined by ALA's Library Bill of Rights, Freedom to Read, and Freedom to View documents and supported by Maryland State Board of Education Resolution 1981-32.

Kent County Public Library affirms compliance with Maryland COMAR Regulation 14.38.02.01, the "Freedom to Read Act."

The Library affirms and supports the freedom and responsibility of individual library users to choose materials for themselves according to their needs, wants, and beliefs. The Library does not assume parental responsibility for minors' use of library materials, but does support and encourage parents and legal guardians taking an active role in guiding and selecting materials they deem appropriate for their children.

The Executive Director has the authority to interpret and guide the application of this Materials Selection & Collection Maintenance policy and may authorize other qualified staff members to apply this policy in building library collections. Final decisions and responsibility for the content of the collection rest with the Executive Director.

The Board of Trustees may not dismiss, suspend, discipline, demote, reassign, transfer, or otherwise retaliate against an employee for performing their job duties consistent with these standards or for acting in a manner consistent with the library's written policy implementing the State standards for libraries.

Criteria for Selection

Library materials are selected on the basis of quality of content and community interest to represent a wide range of information, views, and ideas. The Library recognizes the diversity of community interests, and materials are purchased to serve a wide variety of needs and desires.

General criteria for selecting library materials are listed below. An item does not need to meet all criteria in order to be selected.

- Public demand, interest or need
- Contemporary significance, popular interest, or permanent value
- Reviews
- Authority and competence of the author, creator, or publisher
- Relation to existing collections
- Local interest
- Availability of same or similar material in other collections to which KCPL can provide access

Selection criteria apply equally to all formats of library materials. Materials are selected if they are suitable, meaningful, and relevant to the collection and as budget and space permit. While it is the responsibility of Library staff to select and deselect materials, it is recognized that limitations of knowledge may exist, and suggestions from community members are welcome.

Gifts

The Library may accept gifts of materials or money for the purchase of materials, from individuals and organizations. Donations of books and other materials are accepted with the understanding that they will not necessarily be added to the collection. Donated materials will be evaluated using the criteria for selection. If the material is not added to the collection, the Library reserves the right to discard, donate, or otherwise dispose of the materials.

Donations of money for the purchase of materials are accepted with the understanding that designated library staff will choose the materials to be purchased. In certain cases (e.g., a gift in honor or memory of an individual), donors may suggest a type of item or a relevant subject, but the final decision of what items to add will be made by designated library staff based on the criteria for selection.

Collection Maintenance

Materials within the Library collection are routinely assessed. Items may be withdrawn if they contain outdated or inaccurate information, if unnecessary duplicates exist, if they are seldom used, or if they are worn or badly damaged. Space, replacement cost, and quality of the collection are factors in these decisions.

Reconsideration of Library Materials

The Library welcomes expressions of opinions from the public concerning materials purchased or removed due to deselection procedures. Patrons may request materials be re-evaluated by completing a Request for Reconsideration

of Library Materials form. All Request for Reconsideration forms will be reviewed by the Executive Director and will receive a reply in writing.

The Board of Trustees of the Kent County Public Library has delegated responsibility for selection and evaluation of library materials to the Executive Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. The Executive Director will respond in writing within ten working days. A written request to appeal the decision made by the Executive Director can be submitted to the Board of Trustees within ten days of the original response. The Board of Trustees will consider the written appeal at its next regular meeting and written notification of their decision will be provided within ten working days of the meeting.

During the reconsideration process, the material in question will remain available for use.

Date Revised: June 29, 2026

Signature: 

Definitions:

Appendices:

1. Library Bill of Rights - <http://www.ala.org/advocacy/intfreedom/librarybill>
2. Freedom to Read - <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
3. Freedom to View - <http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>
4. Maryland State Board of Education Resolution 1981-3A June 24, 1981
5. Request for Reconsideration of Library Materials