

Koch-Young Resource Center Library Collection Development Policy

The KYRC library is a comprehensive multi-media resource library, giving users the opportunity to conduct independent research on a wide variety of subjects. The library features an automated on line database of all its materials and staff member or volunteers to help.

Our Mission

The mission of the Koch-Young Family Resource Center (KYRC) library is to collect, maintain, and make available to the community a wide range of materials in a variety of formats on developmental disabilities and related topics.

The Collection

The library is comprised of a multimedia, multi-language collection of disability related materials that are searchable using the on-line catalog. The collection includes, but is not limited to, books, professional journals and other periodicals, e-resources, audio-visual items, and assistive technology (AT) equipment and software.

Languages. A majority of the collection consists of English language material; and substantial number of items in Spanish and Korean, the most common non-English languages spoken in the Lanterman community. Purchase of materials in other languages depends upon demand and the availability of materials.

The collection contains materials dating back to 1995. The library retains copies of journals for 3 years and books for 10 years.

Subjects. Subject areas covered by library holdings include, but are not limited to: specific disabilities, services for people with disabilities, education, inclusion, advocacy, parenting, early intervention, recreation and family support. Materials include resources for clients, parents, educators, professionals, and for the general community.

Formats. The library collection includes print materials in paperback and hardcover, periodicals, e-resources, audio-visual items cassettes, and realia (real life objects generally used for instructional purposes).

Our collection of Assistive Technology equipment and software ranges from “high tech” to “low tech.” It includes devices facilitating computer access (eye gaze, pointers), accessible keyboards (touch screen, waterproof, large keypads), augmentative communication devices (digital and static display), communication boards, photo albums and software.

Community Connections

KYRC maintains cooperative relationships with a number of public libraries and other community organizations to accommodate pick-up and drop-off of borrowed items. A

link to these sites can be found on the Lanterman Regional Center website at <http://library.lanterman.org>.

Acquisition Procedures

Materials are selected with the aim of assisting individuals, their families, and the community achieves practical solutions to everyday life.

The responsibility for selecting materials and maintaining the library collection rests with the Assistant Director and the Librarian. However, for acquisition of specialized items regional center staff members with expertise in specific subject areas are consulted as needed to advise on acquisitions. Areas of expertise include: specific disabilities, disability services, early intervention, inclusion, educational issues, and reproductive health and personal safety. Designated FDLRC leadership staff will be assigned to review potential acquisitions in the following areas: developmental disabilities and diagnosis, clinically determined interventions and treatment, health related issues, Early Intervention, education/ inclusion/ transition, employment, aging and service provider related issues. Assigned staff will be provided the Request for Consideration of Library Resource form and a short excerpt and description of the item for review.

The following criteria are used for selecting new acquisitions:

- Currency of information/item
- Accuracy of content
- Readability or ease of use
- Level of expressed interest among library users for an item
- Quality and reputation of the publisher/ manufacturer
- Qualifications and other work of the author/ developer
- Literary or technical quality
- Special features such (e.g., comprehensive bibliography) or unique characteristics (e.g., original, creative)
- Extent to which the item/title complements KYRC's existing collection
- Cost and availability

Acquisitions are subject to an annual budget allocation.

Multiple Copies

While the library does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand. It is up to the Librarian and Assistant Director to determine how many copies of a title should be ordered, and in what format. Generally, two copies of titles with broad appeal are ordered. Best selling authors are purchased in quantities sufficient to meet anticipated patron demand. In subject areas where the interest is in the subject more than in a particular title, the library prefers to buy one or two copies of several different titles instead of buying numerous copies of one title. The library tries to offer variety and depth through this approach.

Collection Maintenance

Inventory is conducted annually and used to evaluate the needs of the collection.

Materials are removed or archived based on the following criteria:

- The content is no longer timely, accurate or considered relevant
- The item is damaged or in poor condition
- The item has had little or no circulation within a specified period of time
- Space limitations

The decision to replace an item is based on the criteria for purchase, listed above, as well as popularity and availability of the item.

Suggestions for Purchase or Removal

Patrons may suggest the purchase of specific items or items addressing specific subjects. All suggestions for purchase are subject to the selection criteria listed above and suggested items may or may not be purchased. Patrons can submit a suggestion through the LRC website at **[insert link]**.

Patrons wishing to recommend the removal of an item from the collection may make the request in writing. The request will be reviewed by the Librarian and Assistant Director in consultation with subject matter experts, as necessary, and with regard for the library's mission statement and selection criteria.

Donation Policy

KYRC accepts donations of library materials. They may be added to the collection if they are judged appropriate for the collection. Materials considered not appropriate for the collection may be discarded, donated to another organization, or placed for sale. KYRC staff makes the final decision on the use or other disposition of the gift.

The following criteria guide the acceptance of donations:

- The KYRC retains unconditional ownership of the gift and reserves the right to determine how the materials are displayed, stored and accessed.
- Items must be in good condition.
- Monetary gifts are welcomed and may be designated as memorials.
- Donors may designate funds for specific purchases. However, final decision for the use of the funds remains with the Lanterman's Executive Director.

Library Loan Policy

The library is for the use of all members of the Lanterman community. By borrowing items from our library patrons accept responsibility for their safe and timely return.

General Collection

- Three items, one video per visit.
- Books can be borrowed for a two-week period, multimedia items for one week.
- All items can be renewed once via the Help Line or e-mail.
- Overdue fees will be applied to all late items. The fee is \$0.25 per workday for books and \$1 per workday for multimedia items. The maximum amounts of fines

- that will accrue are \$5 per book and \$10 per multimedia item.
- Materials must be returned in good condition. Charges will be applied for damaged material. At six weeks past due date, library will consider the item(s) lost and send a letter requesting payment for the replacement of the item(s) plus a \$15 processing fee for each item. Library privileges will be suspended until the item(s) is replaced or payment is made.

Assistive Technology Collection

- AT items can be borrowed ONLY if recommended by Lanterman's AT program.
- AT items can be borrowed for an initial period of 8 weeks and the possibility of up to two renewals, with each renewal at a period of eight weeks for up to 24 weeks.
- AT items must be returned in good, working condition. Charges will be applied for damaged material. At six weeks past due date, library will consider the item(s) lost and send a letter requesting payment for the replacement of the item(s) plus a \$15 processing fee for each item. Library privileges will be suspended until the item(s) is replaced or payment is made.