

## **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 and early childhood's toys.

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. Bestselling 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 – may include one video and/or one toy – per visit
- All items can be borrowed for a two-week period
- All items can be renewed for one additional two-week period starting from the original due date
- Overdue fees will be applied to all late items. The fee is \$1 per workday for all

- 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.

### **TOY Program**

- Developmental toy loan program available for FDLRC client ages 0-5 years
- Program includes:
  - Developmental toys provided on loan
  - Information for parents on child development
  - Facilitated educational play sessions for parents and children in which parents can learn about the use of toys to facilitate their child's development

## Request for Consideration of Library Resource

**AUTHOR:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **FORMAT:** \_\_\_\_\_

**PUBLISHER:** \_\_\_\_\_ **PUBLICATION DATE:** \_\_\_\_\_

**Request initiated by:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this request made on behalf of :

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization \_\_\_\_\_

(Name of Organization)

Have you read/ viewed this title in its entirety? \_\_\_\_\_

What is your endorsement of the resource? (Please be specific: i.e. cite pages.) \_\_\_\_\_

Is there anything negative about the resource? \_\_\_\_\_

Please state the reason for your request \_\_\_\_\_

Action Requested:

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Have you read the KYRC Library Selection Policy? \_\_\_\_\_

Are you aware of the judgment of this resource by literary critics or area subject specialists? \_\_\_\_\_

(Please provide names of reviewers and citations for reviews, if known) \_\_\_\_\_

Date \_\_\_\_\_ Signature of Patron: \_\_\_\_\_

Date \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_

## Request for Reconsideration of Library Resource

**AUTHOR:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **FORMAT:** \_\_\_\_\_

**PUBLISHER:** \_\_\_\_\_ **PUBLICATION DATE:** \_\_\_\_\_

**Request initiated by:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this request made on behalf of :

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization \_\_\_\_\_

(Name of Organization)

Have you read/ viewed this title in its entirety? \_\_\_\_\_

What is your objection to the resource? (please be specific: i.e. cite pages.) \_\_\_\_\_

Is there anything positive about the resource? \_\_\_\_\_

Please state the reason for your request \_\_\_\_\_

Action Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read the KYRC Library Selection Policy? \_\_\_\_\_

Are you aware of the judgment of this resource by literary critics or area subject specialists? \_\_\_\_\_

(Please provide names of reviewers and citations for reviews, if known) \_\_\_\_\_

Can you recommend resources of comparable literary quality or another title that would convey the same perspective of the subject treated? \_\_\_\_\_

Date \_\_\_\_\_ Signature of Patron: \_\_\_\_\_

Date \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_

Assistive Technology Lab  
Koch-Young Resource Center  
Frank D. Lanterman Regional Center

**ASSISTIVE TECHNOLOGY EQUIPMENT LOAN AGREEMENT**

Assistive Technology Lab (ATL) Equipment may be borrowed by a person with a developmental disability, family members, advocates or service providers providing service or assistance to someone with a developmental disability (e.g. therapist, teacher, rehabilitation counselor). Equipment includes everything borrowed from the ATL, including, but not limited to books and software.

Without an ATL staff consultation, equipment loans are limited to one item per client.

Equipment loans may be for up to 24 weeks, with an initial loan period of eight weeks, and the possibility of two renewals, with each renewal at a period of eight weeks. Fines for overdue equipment are \$10 per week, beginning on the 8<sup>th</sup> day following the due date, and accrue at a rate of \$10 every week, until the equipment is returned. Borrowers will be prohibited from borrowing any additional materials (including books and videos) from the Koch-Young Resource Center until all outstanding equipment is returned and all fines are paid.

Upon completion of the loan period, it is the obligation of the person borrowing the equipment to return it on time and in the same condition as it was received.

Borrower: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Complete the following for the person who will be using the equipment if different from the person borrowing the equipment:**

Name: \_\_\_\_\_

Relationship to borrower: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description of equipment loaned: \_\_\_\_\_

Date borrowed: \_\_\_\_\_

Date due: \_\_\_\_\_

Please read and sign **BOTH** the Borrower's Responsibility and Liability and the Release of Liability Statements.

**BORROWER'S RESPONSIBILITY**

I understand and agree that I am responsible for the proper handling, storage, use, care, maintenance and return of the equipment in the same condition that it was in when it was loaned to me.

I understand that it is illegal to copy or distribute any software loaned through the Lanterman Regional Center. I will be solely responsible for any penalties, damages and/or license fees that may be demanded by the software manufacturer or distributor for my unauthorized use.

In the event that equipment malfunctions, I will immediately notify the Resource Center staff at the Regional Center.

I will be responsible for any and all costs associated with the repair or replacement of equipment due to damage beyond normal wear and tear. Damage beyond normal wear and tear is to be determined at the sole discretion of the Regional Center.

In the event that I lose the equipment, I will immediately report such loss to the Regional Center.

In the event of theft of the equipment, I will report the theft to the local law enforcement agency and provide a copy of that report to the Regional Center.

I also promise to remit to the Regional Center any and all insurance payments received by me or payable to me, covering loss of or damage to any equipment or software that I have borrowed from the ATL.

I will not pledge, assign, transfer or otherwise give any interest in the equipment to any third party.

I will be responsible for any and all costs associated with return of the equipment, including but not limited to costs and fees of litigation, reasonable attorney's fees and costs, repossession costs and any other costs reasonably incurred by the Regional Center in collecting the equipment from me.

My right to borrow equipment may be suspended for failure to abide by this Loan Agreement.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

**RELEASE OF LIABILITY**

I agree to indemnify and hold harmless the Frank D. Lanterman Regional Center and any and all of their employees, agents or representatives, from damage to property or injury (including death) to myself, and/or any other person, and from any other loss, damage, expense, claim, demand, suit or action by any party against the Frank D. Lanterman Regional Center and any and all of their employees, agents or representatives, in connection with loan(s) of any equipment or item to me by the Koch-Young Resource Center. Further, I agree to indemnify the Frank D. Lanterman Regional Center for any claims against them or their agents, employees or representatives resulting from my failure to return or remove software as required in this agreement.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date