

COLLECTION DEVELOPMENT AND MAINTENANCE POLICY

Purpose: The purpose of the collection development policy is to guide library staff in effectively using the Library's financial resources in the selection of materials as well as inform the public, government officials, and library staff of collection development policies for the selection, management, and retention of materials.

Responsibility for collection development: The Library Board adopts the collection development policy. The Board authorizes the Library Director to administer the policy. The Library Director may designate staff members to assist in implementing the policy.

Criteria for selection: The library will attempt to present a broad representation of subjects and formats to serve the community's needs. The library gives high priority to those materials most in demand by patrons in all formats for all ages, and encourages input from the community concerning collection development. The library may purchase some material that is offensive or shocking to some users, however, if the material meets some or all of the selection criteria, and is of interest to users, the material may be added to the collection. Selection of material should not be construed as an endorsement by the library of its content. In selecting materials for the library, staff take into account the diverse needs and interests of the community as well as knowledge of the existing collection. A balanced collection reflects diversity of materials, not an equality of numbers. Selectors utilize the standards and criteria of professional librarianship in their selection decisions. Criteria include but are not limited to the following:

- Public demand and interest
- Material of local authorship or interest
- Critical reviews
- Price and availability
- Quality of the physical format
- Relation to existing collection
- Availability of information in alternative sources
- Timeliness

Library users may submit suggestions for purchase in person or online, via the "your purchase suggestions" tab in their library record.

The library collection emphasizes breadth over depth, due to budgetary and space constraints the library will not normally collect textbooks or materials on specialized academic subjects that would not also be appropriate for and useful to the general public. The library also relies upon the Coastline cooperative to obtain materials from other Coastline libraries and will not

necessarily purchase materials that can be obtained from other Coastline libraries, unless demand is high.

Selection of material for children: The library staff does not serve in loco parentis. It is the parent(s), and only the parent(s), who may restrict their children, and only their own children, from access to library materials. Responsibility for the use of library materials by children rests solely with their parents or legal guardians. Selection of or access to materials in any area of the library is not restricted by the possibility that children may obtain materials which their parents might consider inappropriate.

Gifts: Gifts to the library will be evaluated using the same criteria as newly purchased material. Donated material may be added to the collection, sold to benefit the library, given to another library, donated to another agency, or disposed of. At their request, donors will receive a receipt showing number of items donated, donors name, date and format. The library will not attempt to make an appraisal of the value of donated material. Once donated, the donated items become the property of the library. Donated material will not be returned to the donor.

The library also encourages monetary donations to be used in the acquisition of new materials for the collection. The library prefers that no constraints be placed on monetary gifts, but a donor may identify a general subject area or format if they so choose. All specific item selections will be made by trained library staff.

Gifts purchased with a financial donation, in memory of a patron, will have a memorial sticker or plate attached. The memorial plate will specify in whose name the memorial item has been placed in the collection. In some cases, memorial items may not be released for general checkout. These materials may be classified as “For Library Use Only”, however they will still be accessible to patrons within the library.

Collection Maintenance and Weeding: An active weeding program is essential in maintaining a relevant and current collection. Criteria for weeding material include:

- Lack of patron interest as determined by circulation statistics
- Obsolescence
- Condition
- Presence of duplicate copies

Damaged material may not be replaced, at the discretion of the Library Director.

Withdrawn items are designated to be sold, donated, or disposed of as the Director sees fit.

Special Collections: Special collections may utilize different guidelines for selection, retention, and use than the rest of the library.

Oregon Collection : The library collects and archives materials pertaining to the state of Oregon with an emphasis on Coos and neighboring counties. Selection of materials for this collection follows the general criteria stated elsewhere in this policy, with the added criteria of historical value and interest. Portions of this collection are kept in a protected area and are available for in-library use only during open business hours in order to preserve these materials and guarantee their availability.

Uncataloged Collection : The library maintains uncataloged collections for patrons who are unable to check out materials with a library card. The collections are comprised of materials donated to the library in good condition, and are not subject to the criteria for selection and retention of materials detailed elsewhere in this policy.

Reconsideration of library materials: The library collects material in a variety of formats, representing diverse viewpoints. The Dora Public Library Board supports and defends the principles stated in the *ALA Freedom to Read* and the *ALA Freedom to View* statements. Any labeling applied by library staff is for the information of the patron, and does not imply either approval or disapproval by the library. Some material is shelved outside of open shelving in order to prevent theft or mutilation.

Although materials are carefully selected, there can arise differences of opinion regarding suitable material. Any citizen may request material be removed from the library shelves, or reclassified and shelved in a different location. The library director will discuss such requests with the complainant. If, after speaking with the Director the patron wishes to formally request the removal of the material in question, the complainant must file a *Statement of Concern About Library Resources* form with the library director. The complainant generally must have read, viewed, or listened to the item in question in its entirety and only one item will be considered at a time per patron. The inquiry will be placed on the agenda of the next regular meeting of the Library Board. The complainant will be notified of the decision in writing. The Library Board's decision is final.