

## Policy 3-2-1. Collection Development

*Revised 07/15/23*

Josephine Community Library District (JCLD) recognizes that its patrons are diverse. The district further recognizes that public libraries provide access to informational, cultural, educational, and recreational materials. JCLD provides carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

### **Intellectual Freedom**

The right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, the library favors no viewpoint and endorses the American Library Association Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access for Minors adopted by the JCLD Board of Directors in Appendix A.

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

### **Authority and Responsibility for Selection**

The responsibility for the library collection lies with the library director, who may designate other staff to participate in selection tasks. The Board of Directors determines the policies for collection development set forth in this document. The policy is carried out by a collection development committee composed of staff responsible for selecting materials, developing procedures, and setting annual goals as determined by the library director. All staff members and the general public are encouraged to recommend materials for consideration as well.

### **Access**

The library makes materials available in a variety of formats in an effort to provide inclusive and equitable access to resources for all community members, such as print, audio, and digital materials including books and magazines, audio books, electronic books, research and subscription databases, and web resources based on community information needs.

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public in accordance with the ALA Free Access to Libraries for Minors statement.

Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

The use of rare and scholarly items, or items frequently subject to damage or theft, may be controlled to protect the materials for future patrons.

### **Labeling**

Librarians employ objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that library users want or need. Cataloging decisions, labels, or ratings applied in an attempt to restrict or discourage access to materials or to suggest moral or doctrinal endorsement is a violation of the First Amendment and the Library Bill of Rights.

Labeling systems in the library are employed as a means of organizing resources, providing guidance to users, and are viewpoint-neutral. Labels are used as directional aides and may include broad categories such as children's fiction and nonfiction, reference materials, etc.

### **Criteria for Selection**

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to primary sources, such as *AASA Science Books and Films*, *ALA Booklist*, *American Film & Video Association Evaluations*, *Horn Book Guide*, *Kirkus*, *Library Journal*, *New York Times Book Review*, *Publisher's Weekly*, *School Library Journal*, and others.

- The main points considered in the selection of materials are:
- Favorable reviews found in standard selection sources
- Favorable recommendations based on preview and examination of materials
- Reputation and significance of the author, producer, and publisher
- Current and historical significance
- Validity, currency, and appropriateness of material
- Contribution of representative viewpoints on controversial issues
- High degree of potential user appeal
- Community needs and interest
- High artistic quality and/or literary style
- Quality and variety of format
- Diverse authors and perspectives
- Value commensurate with cost and/or need
- Timeliness or permanence
- Budget and space considerations

- Integrity

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children's collection are selected to serve youth from birth through age 12.
- Materials in the young adult collection are selected to serve individuals age 13 to 18 years.
- Suggestions from patrons are welcomed and considered using the standards outlined in this policy.
- The library will acquire materials in languages commonly spoken at home by Josephine County patrons, including English and Spanish.
- The library makes a special effort to select and retain items of local significance and history. Usual weeding practices do not apply to local historical materials.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.

### **Procedures**

- In selecting community resources, professional personnel will evaluate available resources and community needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined when possible and necessary.
- Recommendations for purchase involve administrators, librarians, patrons, library personnel, and community persons, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that includes removal of materials no longer appropriate and how to replace lost and worn materials still of community value.
- Requests, suggestions, and reactions for the purchase of materials shall be gathered from staff to the greatest extent possible and patrons when appropriate.
- Reviews of proposed acquisitions will be sought in the literature of reputable professional organizations and other reviewing sources recognized for their objectivity and wide experience.
- Materials will be examined by professional staff to the extent necessary or practicable to apply criteria.
- Materials for the DVD and film collection will be selected by professional staff and through use of professional review sources.
- Media and other materials, such as Library of Things, selection will be coordinated by the assigned staff or the library director and may involve library specialists.

- Professionally recognized reviewing periodicals, standard catalogs, and other selection aids are used by the staff to guide them in their selection.

### **Suggest a Purchase**

JCLD welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a *Suggest a Purchase*, and all such suggestions will be considered for acquisition in accordance with the Collection Development Policy.

### **Local and Archival Materials**

To preserve the area's unique history and meet the needs of local researchers, the library collects materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available for checkout. Items in this collection include the following:

- Histories for areas of Southern Oregon, with special emphasis on Josephine County and surrounding areas
- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Josephine County and Southern Oregon
- Directories covering Josephine County
- Yearbooks for schools within Josephine County
- Historical works on Oregon generally
- Travel guides and resources with historic value that cover Josephine County or Southern Oregon
- Documents from governmental entities operating within Josephine County or Southern Oregon with historical value for library patrons
- Works in areas useful for genealogical research specific to Josephine County and Southern Oregon
- Rare and unusual fiction with historical value for Josephine County patrons.

As a rule, the library limits selection to documents pertaining to the local area. Photographs, memorabilia, newspapers, and other artifacts are collected by the Josephine County Historical Society.

### **Removal, Replacement, and Maintenance**

In order to keep the collection vital and useful and to use space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Library staff use professional judgment and expertise to decide which materials to retain, replace, repair, or remove.

Library staff regularly identify core collection materials which require a separate procedure for removal and maintenance. Core collection items may be checked out less frequently than other materials and are reviewed by library staff no less than every five years. The selection criteria for core collection materials align with the main points for consideration in the selection of materials with emphasis on:

- Artistic, literary, historic, and/or scientific merit
- Diverse authors and perspectives

The library makes every effort to rehome discarded material; however, withdrawn materials will be handled in a similar manner and under the same authority as donated materials (see Policy 3-2-2, *Donated and Gifted Materials*).