

## COLLECTION DEVELOPMENT POLICY

### **RULES:**

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#### **I. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY:**

The purpose of this collection development policy is to establish the guidelines for the selection of materials in the Library's collection. Its intent is to develop the collection to reflect the needs of the community at large and to set the parameters for the overall selection of materials. Specific information regarding guidelines for selection and acquisition of the library's individual collections is contained in the manual of Collection Plans.

#### **II. RESPONSIBILITY FOR COLLECTION DEVELOPMENT:**

Any community member may submit suggestions for purchase of materials which will be considered on a regular basis according to the selection criteria. Collection development is carried out by assigned professional selectors. Final responsibility for the collection rests with the Director of Library Services. The Library Board has the authority to approve the collection development policy.

#### **III. OBJECTIVES OF COLLECTION DEVELOPMENT:**

The overall objective of collection development is to meet the varied needs and interests of the entire Tigard community by building and maintaining a responsive, inclusive, and relevant selection of materials. To meet this overall objective, the Library will acquire, organize, make available and encourage the use of materials that:

- provide accurate, up-to-date information on a wide variety of topics, reflecting a broad span of viewpoints.
- engage and entertain readers, viewers, and users with a range of interests.
- offer a well-rounded collection with appeal for all.
- reflect the reader's experience and allow readers to learn about the experiences of others.
- include books and other resources that accurately depict experiences of a diverse range of people.

- support developmentally appropriate acquisition of literacy skills.
- support learning at every age.
- bridge the gap to technology access and tools.
- offer timely access to in-demand works.

#### IV. **COLLECTION SCOPE AND CRITERIA FOR SELECTION:**

Aligning with the objective of the Tigard Public Library's collection, the overall scope of the collection is to provide materials that meet the broad and varied educational and recreational needs and interests of the entire Tigard community. Multiple copies of titles may be purchased as determined by popular demand. The Library's overall collection is generally in English, with individual collections in Spanish and other languages as determined by local need. The Library will select basic, representative works in most subject areas. Research collections in any subject area are beyond the scope of the Library's collection. Although an effort will be made to collect popular works by local authors, the Library does not maintain a comprehensive local author collection.

Due to constraints such as budget and space, the Library is not able to collect textbooks, curricula or microform, nor government documents except in cases of local significance.

Materials acquired will be selected on the basis of the following criteria:

1. Current and anticipated needs and interests of the public
2. Accuracy of content
3. Timeliness of information
4. Author's, creator's or publisher's qualifications and/or reputation
5. Evaluations in review media
6. Contribution to diversity or breadth of collections
7. Presentation of unique points of view
8. Receipt of or nomination for major awards or prizes
9. Quality of production

These selection standards also apply to materials received as gifts or donations.

In the case of materials that cause harm through inaccurate or dehumanizing representations of those with identities that have been subjected to marginalization including but not limited to Black, Indigenous & People of Color, sexual orientation, gender identity or disability; prevention of harm will be prioritized over other criteria.

The Tigard Public Library endorses the material selection principles contained in the following statements of principles adopted by the American Library Association:

- A. The Library Bill of Rights
- B. The Freedom to Read statement
- C. The Freedom to View statement

- D. Access to Library Resources and Services for Minors (formerly titled “Free Access to Libraries by Minors”)
- E. Economic Barriers to Information Access
- F. Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation

**V. COLLECTION MAINTENANCE:**

Materials which no longer align with stated objectives of the Library will be systematically withdrawn from the collection according to accepted professional practices.

Withdrawn items will be disposed of by one of the following means:

- A. Gifts to other libraries or nonprofit organizations
- B. Book sales for Friends of the Library
- C. Recycling
- D. Discarding

**VI. GIFTS:**

As described in the Library’s Gift Policy, the Library accepts monetary donations and gifts of materials with the understanding that gifts of materials will only be added to the collection if they meet the current needs of the collection and the criteria for materials as described in this policy.

Monetary donations for materials will be applied to the overall collection, unless a specific subject or category of materials is specified. Library materials selectors will choose titles which will meet the wishes of the donor as well as satisfy selection criteria for the collection.

**VII. RECONSIDERATION OF LIBRARY MATERIALS:**

As the Library strives to provide books and other materials to meet the interests and information needs of all people in the community, there may be disagreements on the merit of various items. Therefore, the following procedures will apply in responding to complaints:

- A. Recognizing that members of the community have the right to question Library decisions, the Library staff will first try to determine the basis of the individual’s request.
  - 1. If the individual is seeking information about why the item has been selected, the matter will be handled informally by a professional librarian. Such a request is an opportunity to explain the mission of the Library and the guarantee of our freedom to read under the First Amendment to the U.S. Constitution.

2. If the individual objects to the material being available and wishes to have the material removed from the Library or relocated within the Library, then the individual will be referred to a supervisor or manager and furnished with the "Request for Reconsideration of Materials" form, which must be filled out completely before the item will be reconsidered. The material under question will remain in the active collection until a final decision is made.
- B. When the library receives a completed "Request for Reconsideration of Materials" form, the Director of Library Services will be notified, and a committee of three staff members, consisting of one staff member from Readers Services and two Library Leadership Team representatives, will review the item in question. This review will be initiated within 10 days of the receipt of the "Request for Reconsideration of Materials" form. After their review, the Readers Services Management group representative will communicate the response of the committee to the individual making the reconsideration request.
  - C. If the individual wishes to contest this committee's decision, a committee consisting of one member of the Tigard Library Board, one staff member from Readers Services and one staff member from the Library Leadership Team will then consider the comments on the form and examine the item in question. The committee will seek reviews of the item in question and determine whether it meets the criteria in the Collection Development Policy and conforms to the guidelines as stated in the manual of Collection Plans. This review will be initiated within 10 days of receipt of the requestor's appeal for reconsideration of the item in question and must be completed within 60 days. Based on the written recommendation of the committee, the Director of Library Services will decide whether to retain, withdraw, restrict or relocate the material in question and will provide a written response giving the reasons for the decision.
  - D. If the individual inquiring wishes to contest the decision, the Director of Library Services will forward the "Request for Reconsideration of Library Materials" form to the Tigard Library Board as an agenda item for its next regularly scheduled meeting. The Director of Library Services will also arrange for the questioner to be invited to attend the meeting. The Board will consider the requester's statement and the recommendation of the Director of Library Services. The Library Board will make its decision based on the policy as stated in the Collection Development Policy in the Tigard Public Library Policies and Procedures Manual and the manual of Collection Plans. The decision of the Library Board will be final.

#### **APPENDIX:**

- A. Request for Library Material Reconsideration form



# Request for Reconsideration of Materials

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:  Home  Mobile

Email: \_\_\_\_\_

Individual Represents:  Self  Organization:

Title (please include author or call number if possible):

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

What is your concern about this material? Please be specific. List pages or sections:

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

Did you read, hear, or see the entire content?  Yes  No

Have you read any reviews of this material?  Yes  No

If so, which one(s) \_\_\_\_\_

Have you had a chance to read the Tigard Public Library  
Collection Development Policy?  Yes  No

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

Additional comments:

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

Your comments will be reviewed by library administrators and you will receive a written response. Please note: Your comments are public record, however, your name, address and phone number will be kept confidential.

Signature: \_\_\_\_\_