

COLLECTION DEVELOPMENT POLICY

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I. MISSION STATEMENT:

To provide a current, responsive collection of library materials to meet the needs and interests of the diverse and growing Tigard community.

II. 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 and interests of a diverse community and to establish a plan for the selection of materials. Specific information regarding the library's collection and guidelines for acquisition of materials is contained in the Collection Development Procedures Manual.

III. RESPONSIBILITY FOR COLLECTION DEVELOPMENT:

The Library Board has the authority to determine the selection and acquisition policy. Final responsibility for selection of materials rests with the Library Director, who may delegate some or all of the selection to professional staff. Any staff member or citizen may submit suggestions for purchase of materials; professional staff will consider these suggestions on a regular basis according to the selection criteria.

IV. OBJECTIVES OF COLLECTION DEVELOPMENT:

The library will acquire, organize, make available and encourage the use of all media that:

- contributes constructively to the individual's awareness of self and community while providing insight into a wide range of human and social conditions and various cultural heritages
- encourages informational self education
- meets the informational and recreational needs of the entire community
- stimulates thoughtful participation in the affairs of the community, the state, the nation, and the world
- gives access to a variety of opinions on matters of current interest
- assists the individual to grow intellectually and culturally
- reflects minority opinions as well as those of the majority

V. GENERAL PRINCIPLES AND CRITERIA FOR SELECTION:

The library's collection is essentially a popular and informational one. It exists to serve the recreational, educational and self-help needs of the library's patrons. Multiple copies of titles may be purchased as determined by popular demand. The library will not attempt to create a research collection, but will select basic, representative works in most subject areas. Additionally, although an effort will be made to collect popular works by local authors, no attempt will be made to develop a comprehensive local author collection. 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, artist'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 or controversial 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.

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. Free Access to Libraries by Minors

- E. Economic Barriers to Information Access

VI. COLLECTION MAINTENANCE:

Materials which are no longer useful in light of 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
- B. Book sales for Friends of the Library
- C. Recycling
- D. Discarding

VII. GIFTS:

The Library will accept monetary donations and gifts of material with the understanding that gifts of materials will be added to the collection only if they meet the same standards of value required of materials purchased by the Library. Gift materials not meeting those standards, i.e., those that are out of date, unneeded duplicates of items already owned, or those in a form unsuitable for library use, may be given to other organizations, sold, exchanged, or discarded. Ultimate responsibility for inclusion of materials in the library collection lies with the library director or his/her designated representative. Contributions of materials are deductible for income tax purposes to the extent allowed by law. Appraisal remains the responsibility of the donor.

When a monetary donation for materials is made, it will be determined whether the gift is designated for a certain item or general category. Patrons who provide donations to be used for acquiring materials are requested to permit library staff to select specific titles which may meet the wishes of the donor, satisfy selection criteria, and are appropriate for the general public.

VIII. RECONSIDERATION OF LIBRARY MATERIALS:

As the Library strives to provide books and other materials for the interest, information and enlightenment 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 citizens 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 he or she will be furnished with the "Request for Reconsideration of Library 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. A committee of three staff members, consisting of one staff member from Readers Services, the Manager of Readers Services and an additional Management group representative, will review the item in question to determine the Reconsideration Request form. This review will be initiated within 10 days of the receipt of the Reconsideration Request form. After their review, the Manager of Readers Services 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 Reader's Services and one staff member from Library Administration 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 conforms to the guidelines as stated in the Collection Development Procedures Manual. 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 Library Director 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.
- E. If the individual inquiring wishes to contest the Library Director's decision, the Library Director 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 Library Director will also

arrange for the questioner to be invited to attend the meeting. The Board will consider the requester's statement and the Library Director's recommendation. 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 Collection Development Procedures Manual. The decision of the Library Board will be final.

IX. LIMITS ON THE COLLECTION:

Due to various constraints of budget, space, limited audience and other limitations, the Library is not able to collect many of the following items:

- A. Textbooks: Elementary through college, unless the title fills a specific need, and information on a particular subject is not otherwise available.
- B. Microform formats: Exceptions include a limited number of local newspaper titles, the Tigard Times back file and locally produced Tigard-area genealogical information.
- C. Government documents: Exceptions include the Tigard City Council proceedings, the Oregon Revised Statutes and similar items of high demand or importance.
- D. In-depth research and/or retrospective works.
- E. Foreign language: Except for items such as instructional materials and cassettes, texts, and dictionaries, which may be collected, and for materials filling the need of specific user groups within the Library community.

X. POLICY IMPLEMENTATION, EVALUATION AND REVISION:

The Library Director and the Library Board members will review the Tigard Public Library Collection Development Policy every other year beginning in fiscal year 2003-04.

APPENDICES:

- A. Library Bill of Rights.
- B. The Freedom to Read statement
- C. Request for Library Material Reconsideration Form

Request for Reconsideration of Materials

Date _____

Name _____

Address _____

Telephone _____

1. Individual represents _____ self _____ organization

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

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

4. Did you read, hear, or see the entire content? _____

5. Have you read any reviews of this material?

Tigard Public Library
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6. Have you had a chance to see the Tigard Public Library Collection Development Policy? _____

7. Do you have suggestions for materials to be included in the collection to provide other viewpoints?

8. Additional comments:

9. 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_____