

Pend Oreille County Library District Policy

Chapter 6

Operations

6.12 COLLECTION DEVELOPMENT

1. Purpose and Scope

The Pend Oreille County Library District's Mission Statement guides the selection of materials as it does the development of services and the allocation of resources:

The Pend Oreille County Library District strives to be the best possible rural library system by providing information in an environment that is conducive to thinking, learning and personal development.

This collection development policy has been adopted by the POCLD Board of Trustees to guide District staff and to inform the public about the guidelines conditioning the selection and evaluation processes, which are:

- a.** Books and other library materials are selected on the basis of literary, educational, informational, and recreational value. The ultimate responsibility of selection rests with the District Director, who operates within the framework of policies determined by the POCLD Board of Trustees.
- b.** No title is excluded on the basis of moral, racial, religious, or political prejudice. Titles are selected, within the limitations of the budget, on the basis of critical consensus among recognized subject authorities. Suggestions from patrons are encouraged and will be given due consideration.
- c.** The District Director will review written complaints concerning specific titles. Ultimate decision-making authority for the retention or deletion of materials rests with the POCLD Board of Trustees.
- d.** POCLD endorses the American Library Association's Freedom To Read statement, [The Library Bill of Rights](#), and the statements on [Labeling Library Materials](#) , [Access to Electronic Information, Services, and Networks](#) , and [Free Access to Libraries for Minors](#) .

2. Responsibility for Selection

Ultimate responsibility for materials selection rests with the District Director, who operates within the framework of the policies determined by the Board of Trustees. The District Director delegates to those staff charged with collection development responsibilities regarding the acquisition, cataloging, and processing of materials. Any staff member under such delegation by the District Director may participate in the selection of library materials.

The authority and responsibilities of the District Director consist of the following:

- Authority to approve or disapprove selection recommendations from the selection librarians, other staff, and the public.
- Authority to make final decisions on the withdrawal of circulating materials, the rebinding of books, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged circulating collection.
- Authority to review various collections in the Library, evaluate the contents, and submit written reports to the Board of Trustees.
- Authority to initiate any weeding projects as a result of collection evaluations.

3. Selection Guidelines

Selection is a discerning and interpretive process, involving a general knowledge of the subject area in question and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and a recognition of the needs of the community.

3.1 Criteria

Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs.

3.2 Tools

Professional journals; trade journals; subject bibliographies; publishers' catalogs and promotional materials; reviews from reputable sources; lists of recommended titles; and sales representatives for specific materials. Purchase suggestions from patrons are also an important source.

Standard review sources include the following: Booklist, Bulletin of the Center for Children's Books, Chicago Tribune Book section, Horn Book, Kirkus, Library Journal, Publishers Weekly, School Library Journal, Voya, Wilson Library Bulletin.

More specialized review sources may be mentioned in their respective collection development profiles.

3.3 Goals

Materials are selected to meet the objectives of public library service. It is the goal of the Pend Oreille County Library District that County residents have access to innovative library services, delivered in an efficient, effective, and professional manner within comfortable facilities and with responsible fiscal planning. These services will

1. provide the materials, programs, and services needed to meet their recreational needs;
2. provide the information services needed to answer their personal and work-related questions;
3. enable them to develop their ability to find and use information in a variety of formats;
4. assist them to continue growing and learning throughout their lives.

3.4 Scope

The scope of the collections in POCLD branch libraries refers to the formats offered, the treatment, and the level of difficulty. Materials selected for the District's collections are intended to meet the cultural, informational, educational, and recreational needs of the residents of Pend Oreille County. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that the needs of a majority of individuals can be met and service given to individuals of all ages, within current budget parameters and constraints. The District encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The emphasis is on acquiring materials of wide-ranging interest to the general public. The collection is not archival, and is reviewed and revised on an on-going basis to meet contemporary needs.

POCLD branches are not designated depository libraries at either the state or federal level.

POCLD libraries will collect federal and state government documents according to the criteria

set forth above. Similarly, collection and retention of government documents below the state level (e.g., County or municipal levels) will follow best practice as determined by the District based on usefulness of such materials to the population served.

3.5 Format

Materials are purchased in the most appropriate format for library use based on format offerings by the publishers and suppliers of print and audiovisual materials. Collected formats include both print and audiovisual materials, and extend to electronic resources used either via single or multiple access by onsite or offsite patrons. The District recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. District staff monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection.

3.6 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. Titles with reserves or titles with broad popular appeal are generally ordered in duplicate. For titles with more than four reserves, an additional copy of the title will be acquired. In subject areas where patron demand is extremely high, the District prefers to buy one copy of several different titles instead of buying numerous copies of one title.

3.7 Audiovisual Materials (DVD and VHS)

The audiovisual collection contains adult and juvenile feature film and informational titles in VHS and DVD format. The collection includes a varied selection of feature films, including current high interest, old classics, and foreign films. Informational titles include such popular subjects as travel, sports, exercise, parenting, cooking, business, language, documentaries, arts, hobbies, and home repair. With few exceptions the collection is for home use only, but the District may purchase some public performance videos when the price is acceptable. (Videos for home use are restricted to individual or family viewing. Public performance videos are those for which the Library has purchased the rights for group viewing, for either in-library programs or for organizations' use with their members.)

In the case of feature films bearing a rating by the Motion Picture Association of America (MPAA), the District accepts the rating standards of the MPAA as described here:

The movie ratings system is a voluntary system operated by the MPAA and the National Association of Theater Owners (NATO). The ratings are given by a board of parents who comprise the Classification and Rating Administration (CARA). CARA's Board members view each film and, after a group discussion, vote on its rating. The ratings are intended to provide parents with advance information so they can decide for themselves which films are appropriate for viewing by their own children. The Board uses the same criteria as any parent making a judgment: theme, language, violence, nudity, sex and drug use are among content areas considered in the decision-making process. (cf. <http://www.mpa.org/FilmRatings.asp>)

The District will limit its selection of rated film titles to those with a rating of G, PG and PG-13.

In the case of films without an MPAA rating, the District supports the objective of selecting titles that fall within the range of content and level considered appropriate for the rated films it acquires, but disavows any function *in loco parentis*, leaving to parents the responsibility for pre-screening library materials for use by children.

The audiovisual collection exists to serve the general informational, educational, and recreational needs of the user community. Appropriateness and expected long-term use and value to the collection are deciding factors in the selection of adult and children's videos. Closed-captioned films are purchased whenever available to meet the Library's commitment to serve the hearing-impaired. Patron requests for specific videos/DVDs will be considered and purchased if the film is appropriate to the collection for the long term.

3.8 Circulating CD-ROM Software

The District purchases interactive multimedia CD-ROM software on a variety of topics for children and adults, appealing to a broad range of interests and subject areas. Criteria for selection for CD-ROM software include materials that are informational, educational, and creative in nature. Recreational materials that meet the above criteria for selection are also purchased. Titles which operate on both PCs and Macintoshes are purchased whenever available.

The CD-ROM collection exists to serve the general informational, educational, and creative needs of the user community. Appropriateness and expected long-term use and value to the collection are deciding factors in the selection of interactive multi-media CD-ROMS. Patron requests for specific CD-ROM software will be considered and purchased if the title is appropriate to the collection on a long term basis.

3.9 World Wide Web Sites

In response to advances in technology and the changing needs of the community, the District endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of its user community throughout Pend Oreille County. It is in service to this goal that the District offers access to the Internet and its multitude of resources. To facilitate navigation through the enormous diversity of resources on the Internet, the District provides link lists on its website, which form a part of the District's collection development process.

Links posted to the POCLD website are selected to enrich, broaden, and complement print and audiovisual library materials. These online resources may be selected to provide home or in-library access to types of material available in print form at the Library, or they may be selected to provide more current and more esoteric material than that available at the Library. In selecting resources available on the Internet, the Library attempts to use to its full advantage the unique nature of the Internet by providing access to government databases and other reliable online sources for the whole spectrum of reference needs and for popular culture, special interest and entertainment sites for both children and adults.

Standard professional print publications are increasingly publishing reviews of online resources. Professional Web review sites, such as the *Internet Scout Report* and *Librarian's Index to the Internet (LII)*, as well as computer-related journals, general interest magazines and newspapers, regularly have articles or features on the best Internet resources. These should be considered the first step for assigned Library staff in choosing sites for the Webrary Links. Criteria for the selection of Web sites for the District include the following:

1. Sites should originate from the creating or responsible institution, not a third party.
2. Sites maintained by individuals should be closely monitored.
3. Material should be up-to-date, preferably with a date and e-mail address available.
4. When dealing with controversial topics, sites with differing points of view should be provided

whenever possible.

5. Information should be verified if source is unknown.

6. Sites should be examined and reevaluated regularly for the quality and validity of information, access, design, and currency of content.

Each subject area in the print and audiovisual collections should be supplemented by their assigned selectors with links to useful, accurate, and informative websites. Each website should be evaluated before incorporation into the POCLD website for validity and timeliness. Each site should be reviewed periodically to insure that the link lists contain only active, live links. As links become inactive or out-of-date, they should be removed immediately from the links referral page of the District's website.

4. Weeding of District Collections

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. This Collection Development Policy serves as a guide for weeding and maintaining the collection as well as for the selection of replacement materials.

Titles are withdrawn from the Library's collection through systematic weeding by staff or because of loss or physical damage. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost. Audiovisual materials which are withdrawn will be replaced in most cases with new, popular titles, as these collections are designed to meet current interest.

Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every two years, at a minimum, although certain areas may require more frequent review.

Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection. Weeding also helps a selector evaluate the collection by identifying areas or titles where additional materials are needed; older editions which need to be updated; and subjects, titles, or authors that are no longer of interest to the community. Titles can be checked against standard bibliographies in the subject to see if the items have historical or literary value.

Holdings which are readily accessible in other libraries may also be considered when making weeding decisions. Withdrawn materials which are in good condition will be put in the book sale. Materials withdrawn from the Reference collection which retain informational value may be transferred to the circulating collection.

5. Reconsideration of Library Materials

A singular obligation of any public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Pend Oreille County Library District does not promulgate particular beliefs or views, nor does the selection of an item express or imply the District's endorsement of the author's viewpoint. Library materials will not be marked or

identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this collection development policy in making additions to or deleting items from the District's library collections.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form (*cf.* Appendix A) entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal, written request, the District Director will make a decision regarding the disposition of the material. The District Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The District Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the District Director, he/she may appeal for a hearing before the Board of Trustees by making a written request to the Board's Chair. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the District. On the basis of this determination, the Board may vote to uphold or override the decision of the District Director.

6. Collection Evaluation and Assessment

The District's collections need continuous evaluation in order to keep on target with the District's mission to provide materials to meet patrons' interests and needs in a timely manner. Statistical tools such as circulation reports, collection turnover rates, document delivery studies, fill rates, reference fill rates, statistical samplings, and new materials counts should be used to determine how the collection is being used and how it should change to answer patron needs. The materials themselves should be assessed for their physical condition and their use. The use of conspectus instruments available to the District through consortial or group projects also figures into its evaluation methodology.

Qualitative evaluation includes checking subject areas against standard bibliographic tools and recommended subject lists to be sure that the District is acquiring recommended materials. Patron input and community/user surveys should also be used to aid in the evaluation of the Library materials collection.

Through these ongoing quantitative and qualitative methods, the District Director and designated staff selectors can monitor the collection to see that it is serving its public.

This Collection Development Policy will be reviewed and, if necessary, revised at least once within every five year period from its date of adoption to insure a document that continues to answer the needs of the District's libraries and their user communities.

Adoption and Revision History

Adopted December 2008

APPENDIX A

**Pend Oreille County Library District
Request for Reconsideration of Library Materials**

Title: _____

Author: _____ Publisher: _____

This is a: ___ book ___ magazine ___ recording ___ video ___ other: _____

Request initiated by (your name):

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Do you represent:

___ yourself

___ an organization (name): _____

___ other group (name): _____

1. To what in the work do you object (please be specific; cite page numbers):

2. Did you read/view/listen to the entire work? ___ yes ___ no

If not, which parts have you read/viewed/listened to?

3. What do you feel might be the result of reading/viewing/listening to this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgements of this work by literary critics?

7. What would you like the District to do about this work?

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____

Date _____