

Oregon Public Library Collection Development Policy

I. Mission and Purpose

The collection plays a critical role in fulfilling the library's mission to foster lifelong learning and support the educational, civic, and cultural activities of the greater Oregon community. The library fulfills this mission by selecting and maintaining access to materials and services that address the diverse interests and needs of the community.

The purpose of this policy is to inform the public about the library's collection development process and to give guidance and direction to the library staff on issues relating to the selection of library materials and maintenance of the library collection.

II. Definitions

Collection Development – the process of selecting and maintaining library materials in a cost-effective and user relevant way in response to the community's diverse needs, interests, and populations. Principle activities include: assessing the needs of library users and potential users; identifying, selecting, and purchasing appropriate materials; collection evaluation; and collection maintenance, including weeding.

Selection – refers to the decision to add an item to the collection or to retain one already in the collection.

Materials – the term materials is used in a general sense to include books (hardbound and paperback), periodicals, audio and video recordings, and other non-print resources.

Classic and standard works – as used in this policy refers to works that are considered a model for their form, are widely used, well respected, and are likely be used for years to come. The library staff acknowledges that viewpoints vary in respect to which items should be included in these categories and will refer to professional literature and authoritative lists to assist in the selection process.

III. Responsibility for Collection Development

Ultimate responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Library Board. This responsibility is shared with other members of the library staff as delegated by the Director based on qualifications and expertise. The Director has the authority to reject or select items contrary to staff recommendations. All staff members and the general public are encouraged to suggest materials to be considered for purchase. All suggestions are to be considered in accordance with the selection criteria described in this policy.

IV. Scope of collection

The Oregon Public Library's collection development efforts focus on current and popular materials relevant to community interest, but the library also makes an effort to build collections of classic and standard titles of permanent value. Although the needs and interests of the greater Oregon community are the major factor in the choice of materials, all subject areas are considered for selection in order to maintain a well-balanced collection. The varying complexity of materials in the library's collection reflects the wide range of ages, educational backgrounds, and skills of the community it serves.

A. General collection development objectives

1. Fiction - Fiction materials are selected to satisfy the recreational reading interests of persons of differing tastes and reading skills and to serve as educational tools that enrich human understanding by dealing informatively with social, personal, racial, ethnic or religious situations. In addition to popular materials, a collection of standard and classic novels will be maintained as determined by long standing community needs and/or listings in an authoritative bibliography.

2. Non-fiction – The library's nonfiction collection supports general community and educational interests in broad subject areas that provide library users with the opportunity to learn, develop skills, improve their daily lives, and broaden their perspectives. The focus of the non-fiction collection is on current materials intended to meet the general interests of all library users including students, rather than provide in depth support for specialized subtopics. The library acquires materials of both permanent and current interest in a wide range of subjects based on the merits of the works as they relate to community need. While most non-fiction is selected for its utility, some is selected for its ability to enrich and entertain. The library does not purchase textbooks unless they provide the best material available on a given subject. While the collection is not developed with a particular curriculum in mind, the library will attempt to respond to student needs in the context of its selection criteria. Specialized technical works will be acquired only to the extent they are useful to lay persons. Each non-fiction item is evaluated in its entirety and not on the basis of a particular section.

3. Reference materials – Reference materials are those designed by arrangement and treatment of their subject matter to be consulted for specific items of information rather than to be read cover to cover (encyclopedias, dictionaries, bibliographies, directories, atlases, statistical resources, etc.) They provide quick, concise information or serve as an index to other materials in the collection. Because of these characteristics

and frequency of use by staff and library users they are designated for in library use only. To a limited extent, items not falling strictly within the reference criteria but in high demand by users may be included in the reference collection to maximize use. Computer based resources may be favored over print in some instances.

4. Videos - The library's goal is to provide a collection of entertainment and educational videos that will enhance the library's existing nonfiction and fiction collections. Feature films will be limited to those titles that are in popular demand or culturally and/or historically significant.

5. Audio books - The library's goal is to provide a collection of recorded instructional, educational and fictional materials that parallels most areas of the print collection in response to the needs of the visually impaired and to the growing demand for audio books due to the increased use of audio equipment in automobiles and homes. Unabridged editions are preferred.

6. Recorded Music - The library's goal is to provide a collection of music of enduring popularity in the format most useful to library users. Selections will include instrumental and vocal music in all genres, but especially those with appeal to users. Recordings of local interest, local artists, musical themes, sound tracks and award winning recordings may be added as demand and funds allow.

7. Serials - Serials are publications issued in successive parts and intended to be continued indefinitely. Serials include magazines, journals, newspapers, annuals, and other continuations in any format. Titles are purchased for their entertainment value and as an important source of current information not yet available from other sources.

8. Computer based resources - Computer based resources include information resources available via the internet as well as those locally installed on library computers or available for library users to install on personal computers. Internet based resources are responsive to the growing desire for remote access on a 24 hour per day, 7 day a week basis. These resources should meet the same general selection criteria as print materials with special consideration given to technical quality and ease of use. The library's focus is on internet based information resources available through cooperative arrangements with the library system or other organizations and made available to library users via the library's online LINKcat catalog or web page.

B. Special collections – Special collections are created to make materials of a certain type or on a specific topic easier to find and browse. Materials are

provided in special collections in quantities to meet demand and as the budget allows.

1. Large print – The library will provide a variety of titles in this format, particularly fiction, to meet the demand of users with sight impairments.
2. World Languages – The library provides materials in a variety of formats to meet the needs of users studying English as a second language, English speakers studying another language, and bilingual readers.
3. Consumer Collection – The library will provide periodicals, buying guides, and price guides to assist library users in making informed consumer choices. Computerized information sources may be provided in favor of print.
4. Local interest – Selected publications and documents of the Village of Oregon and other local government agencies are included in the collection. Local history information is collected in the form of yearbooks, directories, indexes, Oregon Observer newspaper (print and microfilm), and published local histories.
5. Parenting Collection – The Parenting Collection includes resources in all formats to assist parents and patrons who work with children in fostering the social, emotional, physical, spiritual, and intellectual development as well as the general well being of children from birth through adolescence.

C. Youth Collections - The general collection development objectives and descriptions and criteria for selection apply to the children's and Young Adult collections. The resources of the entire library are available to children and teens. It is the responsibility of the guardian to determine the appropriateness of the materials for his/her child.

1. Children's Materials

Children's materials include a variety of collections that are intended to meet the recreational and educational needs of children from birth through age 12. Board books, picture books, easy readers, comics and graphic novels, and early chapter books are collections unique to the children's area. These materials are selected for their role in developing literacy skills in children, their age appropriate vocabulary and content, and for their popularity with children.

2. Young Adult (YA)

Young Adult materials are intended to meet the recreational, emotional, and educational needs of young people age 12-18. Some YA collections, like non-fiction, movies, music, audio books, and some genre fiction, are interfiled in the adult collections. Some adult materials meet the various needs of teens, and interfiling some of the collections makes these resources of the library more accessible to them.

V. Criteria for Selection – All acquisitions, whether purchased or donated, are considered in terms of the criteria described in this section. An item need not meet all of the criteria in order to be acceptable. Some materials may be judged primarily on artistic merit, while others are considered based on their scholarship or ability to satisfy the needs of the community.

A. General criteria used in selecting materials include:

1. Current and anticipated community interest.
2. Permanent or timely value.
3. Contribution to the diversity of the collection.
4. Reputation and qualifications of the author, publisher or creator.
5. Suitability of content or style for the intended audience.
6. Quality and durability.
7. Availability for purchase.
8. Availability of low demand materials in other library collections.
9. Attention received from critics, reviewers, and the popular news media.
10. Affordability relative to the value the item contributes to the collection.
11. Format, including those that reflect changes in technology and availability.
12. Inclusion in standard, authoritative lists and bibliographies.
13. Awards or nominations for major awards or prizes.
14. Local or regional focus.
15. Budget and space limitations.

B. Addition criteria specific to fiction material

1. Artistic presentation, style of writing.
2. Representation of an important genre or trend.
3. Whether title is part of an existing series.

C. Additional criteria specific to non-fiction

1. Accuracy of information and clarity of treatment.
2. Special features, such as bibliographies, illustrations, etc..

3. Organization, style and readability.
4. Original point of view with an impartial opinion or clearly stated bias.
5. Relevance to educational programs in the greater Oregon area.
6. Breadth and depth of coverage.
7. Frequency of updating and expense of ongoing maintenance.

D. Additional criteria specific to audiovisual materials

1. Technical quality.
2. Need to supplement print collections with materials in other formats
3. Format that is most popular with users.
4. Quality of the interpretation and ease of understanding (audiobooks).
5. Purchase cost and availability of replacement parts (audiobooks).

E. Additional criteria specific to serials

1. Inclusion in standard indexing sources available to the library.
2. Whether the topics covered fill a need to expand or balance the collection.
3. Availability of the title online in full text.
4. Ongoing cost of maintaining the subscription.

F. Additional criteria specific to computer based resources

1. Equipment and operating system requirements.
2. Frequency of updating.
3. Anticipated demand on staff for ongoing maintenance and updating.
4. Ease of use and training requirements for staff and the public.
5. Remote access capabilities.
6. Licensing requirements, usage restrictions, and accessibility to multiple users.

VI. Interlibrary Loan and Suggestions for Purchase

Library users who do not find desired materials in the library's collection or want materials that are not accessible through the South Central Library System may request that the materials be purchased or borrowed through interlibrary loan. Patrons wishing to request such materials should complete a suggestion form or an interlibrary loan form. Both forms are available at our public service desks and on the library's website.

VII. Materials not collected

Rare books - The library does not collect rare or unusual materials that require special handling. This does not preclude the library's acceptance of donated materials that might be valuable or rare if they fit into appropriate selection criteria.

Genealogy materials - The library collects basic materials on genealogical research but does not collect more specialized publications such as family histories unless they are donated and are of local interest. Library staff will assist in locating desired genealogical information via interlibrary loan and computer databases.

VIII. Selection tools

Since it is impossible for librarians to examine all items being considered for purchase, it is necessary to depend on reliable selection tools. These include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Librarians should also be aware of materials reviewed in national newspapers and magazines, local publications, broadcast media, and reputable sources available on the Internet.

IX. Community participation

Involvement of the community in the selection process is encouraged. Several methods are used for this purpose: analysis of hold requests; purchase suggestions submitted by users; surveys; anecdotal information based on interviews with library users; and statistical reports available through the South Central Library System. Resident's suggestions for purchase are evaluated in accordance with the Collection Development Policy.

X. Collection maintenance

The library collection will be kept current and attractive by a continual program of repairing, replacing or weeding materials that are in poor condition, out-of-date, or little used.

1. Replacement depends on usage, whether the item is in print, the existence of similar materials in the collection, and the availability of new materials.
2. Systematic weeding of the collection is necessary to keep the collection responsive to user needs and make room for newer materials. Weeding also helps selectors evaluate the collection by identifying weaknesses. Items are weeded for discard if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition. Old formats may be weeded when replaced by a new, more popular format. The library staff will consult standard library catalogs and other professional sources in this process. The library will dispose of discarded materials in a manner appropriate for their condition; they may be offered to the Friends of the Oregon Library book sale or other organizations or institutions in need of materials, recycled, or disposed of as the library sees fit.

XI. Intellectual Freedom

The library supports the American Library Association's Freedom to Read statement (Attachment 1) and the Library Bill of Rights (Attachment 2). Materials will not be selected on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the library's mission and the expressed or anticipated needs and interests of the community. Library materials will not be marked or identified to show approval or disapproval of the contents and nothing will be sequestered except to protect it from theft or damage. Responsibility for the reading of minors rests with their parents or legal guardians. Selection of adult materials will not be limited by the possibility that materials may come into the possession of minors.

XII. Reconsideration of library materials

In order to respond to the diversity of thought within the greater Oregon community it is important that the library's collection contain materials representing differing points of view. The library does not endorse particular beliefs or viewpoints and selection of an item does not imply an endorsement of the viewpoint expressed. The Library recognizes that some materials are controversial and that there may be occasions when a library user is concerned about a particular item in the collection. A Request for Reconsideration form is available at all public service desks and on the library's website. This form should be completed and returned to the Library Director.

XIII. Policy Review

The Library Director will review this policy as needed or annually to verify that decisions are consistent with policy requirements and to make necessary adjustments due to changing circumstances.

Adopted: August 8, 2007