

# COLLECTION DEVELOPMENT POLICY

*Adopted: November 2019*

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The North Douglas Library District strives to connect our community members to information, ideas, and each other by providing free and convenient access to informational, cultural, educational, and recreational materials. The collection development policy exists to guide the District in selecting materials and to inform the public about the principles behind collection development decisions. Collection development refers to the decision to add to, retain, and withdraw materials from the District's collection and choose materials for library displays, programs, promotions, and professional development in an effort to increase both the quality and quantity of the entire collection.

Materials selected for the collection will meet both the current and evolving long-term needs of the North Douglas Library District and area residents of all ages and abilities for information, education, culture, and recreation. The District aims to provide equitable access to all District cardholders with easily accessible materials through appropriate technology in the widest possible range of subjects and views in varying formats and reading levels, within budget and space, and in consideration of current holdings and demand.

## Material Selection Guidelines

- Materials must adhere to the library's mission statement and chosen roles for service. Individual items shall be judged as whole works and not solely based on random or selected parts.
- Must be of reasonable cost to acquire and/or maintain in the collection.
- Must meet the basic principles of the Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access to Libraries for Minors statements adopted by the American Library Association (ALA):
  - <https://www.ala.org/advocacy/intfreedom/librarybill>
  - <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
  - <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>
  - <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>
- Every effort will be made to represent a wide variety of subjects, points of view, and reading level. Collections are broad, current, and popular, not archival nor comprehensive.
- Merits of a work must be in relation to the needs and interests of the community. General criteria for all formats include, but are not limited to: patron interest and demand, historical significance of author or subject, timeliness of material, local emphasis, diversity of viewpoint, authority and accuracy, literary and artistic merit, cultural influence, and/or quality and suitability of format for a library collection.

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- Materials should represent languages commonly spoken at home in the District and those of local interest.
- Specialized materials of limited community interest will not ordinarily be purchased. The District is a popular lending library and does not serve an archival purpose. Materials or information for specialists are generally not provided and will only be purchased on a select basis.
- Purchasing materials for the collection does not include endorsement of their contents by the North Douglas Library District, District employees, or District volunteers.
- Patron suggestions for materials will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.
- These standards apply equally to purchased and donated materials.

### **Selection Authority and Responsibility**

The responsibility for collection development lies with the District's Collection Development Committee, which consists of a minimum of 6 members and includes a mix of both District staff and board. As part of the Collection Development Committee, members agree to attend relevant trainings, remain informed of current publishing trends and community interests, and should apply professional knowledge, experience, and the criteria of this policy to make selection decisions for the District. Decisions are based on the Material Selection Guidelines as outlined in this policy, regardless of the selectors' personal tastes. All District employees, volunteers, and community members are encouraged to recommend materials for consideration to the collection.

Formats of materials within the collection may include, but not be limited to: fiction and nonfiction print materials for all reading levels, magazines and newspapers, DVDs, books on CD, digital materials and other electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.

### **Access**

Censorship is a purely individual matter. While an individual or group is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The North Douglas Library District supports the undeniable right of all individuals to access information that represents a full range of ideas, opinions, concepts, topics, and thoughts, regardless of that individual's background including but not limited to state and federal protected classes: race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, age, disability, and genetic information.

Selection of materials is not restricted by the possibility that minor children may obtain materials their parents may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see *ALA Bill of Rights, Article V*). Parents and guardians - not the District, District employees, or District volunteers - have the sole responsibility to guide and direct the reading, listening, and viewing selections of their own minor children.

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Access to individual titles is not restricted except for the express purpose of protecting rare or irreplaceable items from damage or theft.

### **Collection Maintenance**

To ensure the collection remains current, appealing, and responsive to community needs, the Collection Development Committee and trained staff members are responsible for the regular reevaluation of the usefulness of materials within the District's collection. Materials are removed from the collection for a variety of reasons, including but not limited to: out-of-date information, badly worn or damaged, format no longer collected, and/or insufficient use or lack of patron demand. Materials still in demand, or those with enduring value, may be replaced within policy guidelines. Locally significant materials are not held to these standards and are generally retained. Materials withdrawn from the North Douglas Library District may be sold in local Friends of the Library sales or recycled.

### **Request for Reconsideration of Materials Procedure**

The District recognizes the right of patrons to question materials in the collection. Patrons wishing to Request for Reconsideration of Materials must adhere to the following:

1. Groups or organizations may not submit a Request for Reconsideration of Materials.
2. The individual must be a registered North Douglas Library District cardholder.
3. A limit of one Request for Reconsideration form may be submitted per calendar month per patron.
4. Each Request for Reconsideration form can only be used for a single title. Lists will not be considered for review.
5. The first formal request to review an item will be considered the primary contact and that individual will be expected to participate in the review procedure below.

An individual title will only be reviewed one time per 5 calendar years. Patrons wishing to submit another Request for Reconsideration for such a title will receive the same report provided during the original review process.

If a patron wishes the District to remove or reclassify an item, the following procedure has been developed to address concerns:

1. Patron requests for review of District materials will be given a fair hearing.
2. The individual wishing to protest the presence of an item in the collection may schedule a meeting with the Library Director to discuss their concern and resolve their concern informally. The Library Director will share copies of the District's relevant policies to the patron.
3. After a meeting with the Library Director (or after declining a meeting and deciding to proceed with a concern), the patron may fill out the Request for Reconsideration form, in its entirety, and submit the form within fourteen (14) days to the Library Director. If the patron declined a meeting with the Library Director, copies of relevant District policies will be provided to the patron with the Request for Reconsideration. If the patron misses the fourteen (14) day deadline, they may restart the Request for Reconsideration process for a specific material one additional time with Library Director discretion.

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4. Within fourteen (14) days of receiving a completed Request for Reconsideration form, the Library Director will appoint the Review Committee and provide a copy of the Request for Reconsideration form to each committee member. The Library Director shall act as chair of the committee and shall be responsible for documenting all proceedings, adhering to established procedures and guidelines, and presenting the final written report to the Board of Directors. The Library Director reserves the right to delegate tasks to other committee members.
5. The Review Committee will consist of:
  - a. At least 3 of the 6 members of the Collection Development Committee;
  - b. The individual who submits the Request for Reconsideration form;
  - c. Up to 3 other North Douglas Library District community members who have expressed their willingness to serve on the Review Committee;
  - d. The Review Committee shall remain active until the Request for Reconsideration has been resolved. During this process, the Review Committee will remain anonymous and only the final written report of the Review Committee shall be shared.
6. Within ninety (90) days of appointment, the Review Committee will:
  - a. Establish a schedule for the review process;
  - b. Evaluate the reconsideration request;
  - c. Examine the item in question, including reading the material in full, to determine whether it conforms to the standards of the District's Collection Development Policy;
  - d. Review and discuss possible options for recommendation;
  - e. Vote on a recommendation (simple majority of Committee members for a recommendation to pass);
  - f. Submit a written decision to the Board of Directors. Copies of the written report shall also be provided to each member of the Review Committee. The Library Director will present the final report to the Board of Directors at their next regularly scheduled meeting.
7. If the patron is not satisfied by the Committee's decision, they may submit a written appeal to the Board of Directors at their next regularly scheduled meeting for further review. The Board of Directors will review the Request for Reconsideration form, the Collection Development Committee's written decision, and the material in question during public session of a Board meeting. The Board reserves the right to deny consideration when multiple requests are submitted which would create an unreasonable workload, or when the Board determines that a request lacks sufficient merit.
8. During a reconsideration request, the material in question will remain in the circulating collection pending the final decision of the Committee or Board.

### **Monetary Gifts and Material Donations**

The North Douglas Library District gratefully accepts both monetary gifts and material donations under the following guidelines. Because of wear, damage, or theft, the District cannot guarantee the permanence of any gift or donation in the collection.

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Monetary gifts are extremely useful in supplementing the District's budget. Monetary gifts may be designated by the donor for specific purposes within the library's programming, collection, and services criteria.

Material donations are vital to the establishment and growth of the District. The District retains unconditional ownership of any accepted material donation and reserves the right to evaluate and dispose of such materials in accordance with the criteria outlined in this policy. Material donations are tax-deductible, but the District will not appraise donated items. Receipts are available upon request at the time of donation. Donations that are not added to the collection may be given to local Friends of the Library to be sold.

Requirements for donated materials:

- All materials must be in excellent condition (like new), and
- Must be left in a maximum of 3 boxes, and
- Preferably published within the last 5 years, or of local interest, historical importance, or a classic.
- Larger quantity donations will be accepted by appointment only.

Materials with the following conditions will not be accepted:

- Any sign of water damage.
- Moldy or musty with a strong odor.
- Dirty (greasy, food stained, insect infested, etc.).
- Marked by pens, pencils, crayons, or highlighters.
- Physically damaged (such as broken bindings, loose/torn pages, damaged covers, etc.).

The District is unable to accept:

- Textbooks.
- Condensed books (such as Readers Digest condensed books) or abridged audiobooks.
- Nonfiction titles over 5 years old.
- VHS tapes or audio tapes.
- Materials weeded from other libraries.
- Single or back donated issues of magazines (these may be put in the magazine giveaway).