

### 3 Collection Development

#### 3.1 Collection Development Policy

##### Purpose

The purpose of this policy is to guide library staff and to inform the residents of Whitman County about the principles upon which materials selections are made. The policy was written to define the standards and to outline the responsibilities for materials selection. Within the following guidelines, staff members must use their professional judgment to determine which materials best meet the objectives of the library system and the needs of its patrons.

Purchase of materials shall be in harmony with the General Library Goals as established by the Whitman County Library Board of Trustees and will reflect objectives established in the Board's five-year plan.

The word "materials" has the widest possible meaning; it may include books (hardbound and paperbound), objects, pamphlets, maps, periodicals, newspapers, audio, video formats, downloadable collections, and other non-print materials.

"Selection" refers to the decision that must be made to add a given item to the collection or to retain one already in the collection. It does not refer to guidance in assisting a library patron.

##### Audience and User Groups:

###### Adult Patrons:

The materials in the adult collection are selected primarily to serve the needs of adult patrons.

###### Children and Young Adults:

The materials in the children's collections are selected to serve the needs of toddlers, pre-school age children, school age children, middle school and high school students, and young adults.

Books and materials in the children's collection include non-book materials, picture books, audio books, beginning readers, juvenile non-fiction, and juvenile fiction.

At the library, children and young people have access to all books in the system. It is the responsibility of the parent or guardian to oversee their selection of materials, as staff does not monitor selection of material.

###### Branch Patrons:

## Whitman County Rural Library District By-Laws and Policies

Materials in branch libraries are based upon rotating collections from the general collection. Materials are selected for branch libraries by headquarters staff and branch personnel.

Branch patrons are able to request any circulating item from WCL.

Periodical selection is influenced by the size and character of the community served and by the availability of space and funds.

### Library and School Relationship:

In general, the school library should be considered as the primary resource for the student's assignments. The public library should provide materials for additional study, research, and the creative use of leisure time.

While students from public schools, private schools, institutions of higher learning, and home-schooling programs are actively encouraged to use Whitman County Library System, it should be noted that it is not possible for the library to purchase materials specific to curricula. It is library policy to purchase materials which will supplement and complement offerings of school libraries within the library district.

### Use of the library's collection:

The Library Board recognizes that many materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the library's objectives and serves the expressed or anticipated needs and interests the community.

Library materials will not be marked or identified to show approval or disapproval of the contents, and nothing will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare or scholarly items of great value will be controlled to the extent required to preserve them from harm.

Responsibility for the reading of minors rests with their parents and legal guardians. Selection of adult materials will not be limited by the possibility that materials may come into the possession of minors.

Patrons not finding desired materials in the library's collection may request that the item be borrowed through interlibrary loan or that it be purchased. Patrons wishing to request such materials should fill out a standard request for materials form. (4.2 Interlibrary Loan Policy).

### Responsibility for Selection:

The final responsibility for all selection of materials rests with the Director as authorized by the Library Board.

## Whitman County Rural Library District By-Laws and Policies

Selection of materials is vested in the Director, and under his or her direction, in members of the staff who are qualified by reason of education and training. Materials are selected in accordance with library policy.

Suggestions for materials to be purchased are always welcome from patrons, Board, and staff members.

### Criteria for Selection:

The general criteria considered in selecting and purchasing materials include:

- Significance and permanent value to the existing collection.
- Qualifications of author or producer.
- Suitability of subject and style for intended audience.
- Quality of format.
- Availability of materials in the subject and balance of materials currently available in the collection.
- Demand by patrons.
- Attention given to the item by reviewers and general news media.
- Availability of materials at other libraries.
- Price – extremely expensive materials, regardless of quality or favorable reviews, are often beyond the limits of the library budget.
- Quality of translation.

### Selection Tools:

Since it is impossible for librarians to examine all items being considered for purchase, it is necessary to depend on reliable selection aids. These sources may include:

- Library Journal
- Booklist
- Wilson Library Bulletin
- School Library Journal
- Publisher's Weekly
- New York Times Book Review
- Kirkus
- Horn Book
- Kliatt
- Patron requests for recommendation
- Bibliographers and other selective lists published by library, educational, and scientific organizations.

### Procedures for Selection:

- Reviews are read.
- Patron requests are evaluated for purchase
- The number of copies purchased is determined by demand and budgetary factors.

## Whitman County Rural Library District By-Laws and Policies

The amount of money available for expenditure also determines the number of items and copies to be ordered.

Materials may be rejected for purchase for the following reasons:

- Lack of demand
- Inappropriate for collection
- Sufficient titles on the subject already available in collection
- Negative reviews
- No reviews available
- Too expensive or other budget constraints
- Format is inappropriate for collection
- Too specialized or technical to appeal to a broad audience.

Materials are ordered from a wide variety of vendors. Generally, an item will be ordered first through vendors who provide the best discount. If the item is unavailable through the vendor, it will then be ordered direct from the publisher or producer. Materials may be purchased through local bookstores if the item is needed immediately or if the item is not available through the regular vendor.

The library does not participate in preview programs. Exceptions may be made only with the permission of the Director.

The library participates in selected book clubs or purchase plans authorized by the Director. Participation in a book club should be based on savings to the library or on acquisition of materials not readily available in another manner.

The library may subscribe to standing order plans as authorized by the Director.

### Scope of Collection:

Through careful selection the library attempts to maintain a balanced collection of quality materials, including items of contemporary significance and permanent value, as well as a sampling of current social issues and ephemeral items.

Although the needs of the library district patrons are the major factor in the choice of materials, all subject areas, including religion, politics, sex education, as well as social, moral, economic, and scientific issues are considered for selection in order to maintain a well-balanced collection.

Since the library serves patrons with a wide range of ages, educational backgrounds, and reading skills, an attempt is made to select materials of varying complexity.

## Whitman County Rural Library District By-Laws and Policies

Given the proximity of Washington State University and the University of Idaho, the library will not attempt to purchase materials aimed at serious academic research at the graduate level.

### Collection Maintenance:

#### Replacement:

Worn items still in heavy use may be rebound or replaced at the discretion of the Director or designee.

All items are not automatically replaced. Replacement depends on usage, whether the item is in print, the existence of similar materials in the collection, and the availability of newer materials.

#### Weeding:

In order to maintain the best possible collection weeding is continual.

Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than are needed, or if they are in poor physical condition.

Books of historical significance will be retained in the collection.

A complete weeding of the entire collection shall be accomplished every five (5) years.

Items discarded are plainly marked "WITHDRAWN" and/or recycled.

The Board of Trustees have authorized discarded material to be given to the Friends of WCL for their sale.

#### Controversial Materials:

The criteria for selecting controversial materials are the same as for any other materials.

Controversial materials have no distinguishing labels and are shelved in the general collection.

Please see (8.4 Intellectual Freedom Policy) in this manual.

### 3.2 Donations and Gifts

#### Donations of Materials:

Donations of high quality books, magazines and other library materials are encouraged.

The Library accepts donated materials with the understanding that these materials will not necessarily be added to the library collection.

Donated materials are evaluated at headquarters to determine whether they will be added to the library collection, sold at the Friends of the Library book sale, used in some other manner, or discarded.

All materials are evaluated following the library's collection development policies.

Donated materials are made available for use throughout the library system.

#### Donations of Personal Property:

Personal property, art objects, portraits, antiques and other museum objects are accepted at the discretion of the Director and/or the Board. Artwork becomes the property of the library district and is subject to existing policies should disposition of the property become necessary. Once accepted, the donor releases all rights of ownership for the item(s).

#### Naming Library Buildings and Facilities:

All branches of Whitman County Library are named and identified by location, as this is most effective in helping library users identify where library services are available and which library is most convenient for their use. All signage, provided by the library district, will reflect the location names and Whitman County Library branding.

For facilities not owned by the library district, the naming or dedication of a building is left to the discretion of the building's owner, which is generally a town or city entity. The district is not responsible for signage or usage of building names.

Persons or groups who have made a significant financial or other contribution to the development of library services may be honored by applying their name to a portion of a facility, e.g., a community room, reading alcove or materials collection. Because the library encourages donations from the private sector, this policy allows for permanent recognition of such donations when they are deemed significant.

All names changes to portions of a facility, or any buildings owned by the district, must be approved by the library director and the Board of Trustees.

## Whitman County Rural Library District By-Laws and Policies

Furniture, equipment, and materials can be purchased by the library in honor of financial donations, memorials, or in-kind library contributions with honorees being recognized with a plaque or special signage. These honors or special designations may only last for the lifetime of the item and the library is not responsible for maintaining it beyond this time period.

Artwork may be donated to the library and accepted at the discretion of the library director and/or the branch coordinator for branch locations. Gift plates or plaques can be utilized to recognize the donor. Artwork becomes the property of the library district and is subject to existing policies should disposition of the property become necessary.

### Monetary Gifts:

The library shall accept gifts, bequests, and memorials. Donors will be encouraged to give to the Whitman County Library, Whitman County Library Foundation, or Friends of the Whitman County Library.

The library will accept cash gifts for the purchase of materials or periodical subscriptions. These donations must meet the library's collection development policies.

Library employees shall not accept personal gifts valued at \$50 or more, that result from their employment with Whitman County Library, as outlined in RCW 42.52.150.

### **3.3 Procedure for Reconsideration of Library Materials:**

The Director or other staff member will give the patron the form entitled "A Citizen's Request for Reconsideration of Library Materials" (see following page).

The completed form, along with notes of any oral interviews with the patron will be referred to the Director.

The material in question will be reviewed by one or more staff members and professional reviews will be checked if possible.

Within two (2) weeks a written or oral reply of the Director's decision to retain or discard the materials will be made to the patron.

If the patron is not satisfied with this response, he/she may bring the matter before the Library Board.

Whitman County Library subscribes to the provisions of the Library Bill of Rights, the Washington Library Association Intellectual Freedom Statement and the Freedom to Read Statement as adopted by the American Library Association. These documents are included in the Appendices of this policy.

All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read, view or listen to their choice of materials.

No book or other library material is automatically removed from the collection because of an objection to it.

Whitman County Rural Library District By-Laws and Policies

**Request for Reconsideration of Materials Form**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Format (book, video, other): \_\_\_\_\_ Publisher (if known): \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Client Represents: \_\_\_Himself/Herself \_\_\_ Organization/Name: \_\_\_\_\_

Did you read the cover letter outlining Whitman County Library's role as a public library and its commitment to the principles of intellectual freedom?

Have you read the entire book (if not a book, viewed or listened to the item in its entirety)? If not, what parts?

Why do you disapprove of this material? (Be as specific as possible.)

How do you suggest the library deal with this matter?

Can you suggest an alternative to take its place?

Signature of citizen: \_\_\_\_\_ Date: \_\_\_\_\_

Name of receiving staff member: \_\_\_\_\_

Please forward this completed form and the material in question to:

Director - Whitman County Library  
S. 102 Main Colfax, WA 99111