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# Collection Development Policy

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## POLICY

### PURPOSE

The purpose of this policy is to define the guidelines used to develop and maintain a high-quality collection of materials that meets the informational, educational, cultural, and recreational needs of Neill Public Library patrons. Additionally, this collection development policy assists in informing the public of the principles on which collection development and management decisions are based at Neill Public Library.

The adherence to/utilization of this policy will ensure responsible use of funds, define the purposes of the collection, and establish limits and priorities on collection parameters.

### DEFINITIONS

“Material(s)” has the broadest possible meaning and includes but is not limited to print, audiovisual, and electronic formats.

“Selection” refers to the decision(s) that must be made to add a given item or group of items to the Neill Public Library collection and to make items accessible either physically or electronically.

“Collection” is defined as the materials selected for Neill Public Library and refers to the library materials and resources that Neill Public Library makes available for reading, viewing, and listening, regardless of format, platform, or lending model.

“Management” refers to the ongoing process of selecting materials, evaluating the collection, and keeping, replacing, or discarding (weeding) materials.

“Legal guardian” refers to the parent or legal guardian(s) of any minor child, and/or any adult standing *in loco parentis*.

“Library” refers to Neill Public Library.

“Board” refers to the Neill Public Library Board of Trustees.

### RESPONSIBILITIES

The Board is ultimately responsible for the selection and management of all materials in the collection. The Board has chosen to delegate full responsibility for the selection and management of all materials to the Library Director or the Director’s designee(s). All Library staff contribute to the development of a collection driven by patron needs and expectations by:

- engaging in open, continuous, two-way communication with patrons and other staff
- balancing individual and community needs
- balancing budget, space, and other concerns
- considering other factors as appropriate

### ADMINISTRATION

The Library Director will establish administrative procedures necessary to implement this policy.

The Library will make a good faith effort to implement this policy in a fair and consistent manner.

## COLLECTION SCOPE

The Library collects, organizes, and makes available materials of contemporary significance, popularity, and long-term value.

The Library primarily focuses on selecting popular materials. Selection priorities do not include the acquisition of consumable items or those with a strong academic basis, such as academic textbooks and/or educational curriculum materials.

Collections reflect the characteristics of the community and its diversity of interests, perspectives, and backgrounds. The Library also seeks to bring awareness of cultures, traditions, and ideas from outside the local community.

## ACQUISITION and MANAGEMENT CRITERIA

To select materials and build a collection, materials are evaluated according to one or more of the following criteria, in no particular order. An item need not meet all of these criteria in order to be acceptable.

- Appropriateness to the Library's mission and service roles
- Popular appeal/patron demand, as determined by the Library Director, their designee, and/or patron input
- Accuracy, objectivity, and timeliness of content
- Suitability of physical form for Library use
- Suitability of subject and style for the intended audience
- Relevance and relationship to the existing collection, subject coverage, and related titles
- Attention by critics and reviewers, including reviews in professional journals, major publications, and authoritative sources.
- Skill, competence, qualifications, and reputation of the author, illustrator, publisher, or issuing body
- Relevance to the experiences and contributions of diverse populations
- Relevance to the local community
- Physical quality and/or condition of material
- Value of resource in relation to its cost
- Availability to purchase
- Availability of material through other channels
- Local or regional authorship, production, or significance

Special considerations for electronic materials and information sources may include:

- Technical quality and quality of the user experience
- Technical requirements to provide access to the information
- Support and training available for staff and patrons
- Compliance with information security best practices and protection of patron data and personally identifiable information
- Support from City of Pullman staff where and when necessary

## SPECIAL COLLECTIONS

Library staff may create special collections for use by all patrons, focused on a specific area/subject and developed with unique, specific, guidelines outlined in separate policies.

## MANAGEMENT

To maintain collection usefulness, quality, and relevance, Library staff will periodically examine the collection for the purpose of removal, repair, or replacement of materials. An item may be removed from the collection if it is determined to meet any of the following criteria:

- Poor physical condition
- Obsolete information
- Insufficient public use
- Number of copies exceeds demand
- Availability of similar or more recently published materials in the subject area
- Prohibitive cost of maintaining the material or service
- Other factors as necessary

Materials removed from the collection will be disposed of in accordance with the “Disposal of Collection Materials” policy.

#### ACCESS

The collection shall be organized and maintained to facilitate access through a standards-based cataloging and classification system. To ensure equitable and efficient access, materials may be subject to use limitations detailed in materials circulation policies and procedures.

Library Materials are not marked or identified based on controversy surrounding the author or subject matter, nor are materials sequestered except for the purpose of protecting them from damage or theft, or as a result of unavoidable space limitations in the Library.

#### GIFTS

The Library welcomes gifts with the understanding that gift materials will be evaluated using the standards set out in this policy. Donated materials not selected for the collection may be sold by the Friends of Neill Public Library, given to other organizations, or discarded. Upon donation, materials become the property of the Library. Individual materials cannot be returned after donation.

#### CHILDREN AND LIBRARY RESOURCES

The Board and Library affirm the rights and responsibilities of legal guardians to guide and direct the Library use of their own minor child and determine which resources best fulfill their needs.

The Board and Library maintain that legal guardians—and only legal guardians—have the right and responsibility to restrict the access of their children—and only their children—to Library resources. Legal guardians who do not want their children to have access to certain Library services, materials, or facilities, should advise their children and supervise their children’s Library use accordingly.

Library staff cannot assume the role of legal guardians or assume the functions of parental authority in the private relationship between legal guardian and child. Library staff are not responsible for determining which resources best fulfill the needs and interests of any individual based on chronological age or level of education. While available to provide guidance on selections, Library staff are not responsible for monitoring a child's use of and/or selection from Library collections. No employee, officer, or agent of the Library stands *in loco parentis*.

#### FREEDOM TO READ, LISTEN, VIEW, AND INQUIRE

The Board supports the principles and values enumerated by the American Library Association in its *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement* and considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution.

The Library provides an impartial environment where individuals can access ideas and information spanning the spectrum of knowledge and opinions, which may include controversial, unorthodox, or unpopular viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety. Decisions regarding selection are based solely on the merit of the work as it relates to the Library’s mission and service roles. Inclusion of an item in the Library collection in no way represents an endorsement of its contents.

The Board believes that reading, listening, and viewing are individual, private matters. Only individuals can determine whether certain material or information is appropriate for their own needs; however, they shall not restrict the freedom of others to read, view, listen, and/or inquire.

#### REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

The Library recognizes the right of individuals to question the inclusion or placement of materials in the Library's collection. Individuals may request reconsideration of a selection or placement decision of library material by completing the Reconsideration of Library Materials Form. The Library will not accept or respond to Reconsideration Forms submitted by anyone who does not reside in the City of Pullman.

An initial, written response from Library staff to the Reconsideration Form will be sent within thirty (30) days of receiving the request. Materials that have been questioned will remain in the active collection until the Library has made a determination regarding how to proceed with the reconsideration request.

The Board, upon request, hears appeals of the Director's (or the Director's designee(s)) written response. Appeals must be presented in writing to the Library Board at least ten (10) days in advance of the next regularly scheduled meeting of the Board. The final decision on appeals rests with the Board.

Specific materials that have gone through the reconsideration process will not be reconsidered for a period of one (1) year after the reconsideration process has concluded.

**Adopted by Neill Public Library Board of Trustees, July 1997**

**Revised July 16, 2008; February 17, 2010; June 11, 2014; August 28, 2024**