



Collection Development Policy

POLICY

PURPOSE

Neill Public Library is committed to serving the informational, educational, cultural and recreational needs of all its patrons. The purpose of this collection development policy is to guide staff and inform the public of the principles on which collection development and management decisions are based. Collection development is the ongoing process of locating materials for purchase or licensing and making the decision, first, on their inclusion, and second, on their retention. 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.

POLICY BASIS

Neill Public Library's collection development policy is based on the library's mission statement and the following service roles:

1. Popular Materials Library

The library features a vibrant selection of current and classic materials for all ages in a variety of formats in response to community interests and needs. Materials are selected for recreational interests and support life-long learning. Print materials receive the highest priority when making decisions for purchasing and maintaining collections. Non-print materials receive subsequent priority, with decisions based on budgetary and space parameters. As a popular materials library, selection priorities do not include the acquisition of consumable items or those with a strong academic basis, including textbooks and curriculum materials outside the parameters of the library's Parent Center.

2. Early Literacy Cornerstone

The library recognizes the vital importance of early literacy and hands-on learning opportunities in the development of young children. As such, the library provides a rich literacy environment with a variety of resources, services and programs for young children, their families, teachers and caregivers.

3. General Information Center

The library helps meet the need for information on a broad array of topics related to work, school and personal life. The library supports individuals of all ages in satisfying educational objectives and self-directed personal growth. The library's Information Desk serves as a professional resource for providing, guiding and supporting access to information. Therefore, the Information Desk is staffed during all open library hours.

4. Community Activities Center

The library is a central point for community activities, meetings and services. Therefore, in addition to providing library materials and internet access, display areas and public meeting room space are also

available for public use as described in related library policies (Meeting Room Policy and Display Policy addendum).

COLLECTION SCOPE

The library's collection offers materials for use by all patrons. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual and electronic formats. "Collection" is defined as materials that are selected for Neill Public Library. "Selection" refers to the decision that must be made to add a given item to a Neill Public Library collection and made accessible either in a physical location or via the Internet. Those selected materials may be physically owned by Neill Public Library or be accessed via the Internet. Not all materials and information found via the Internet are part of the library's collection. Only web-based resources accessed over the internet that are specifically selected using the criteria outlined in this policy are a part of the collection.

Staff recognize the necessity of balancing budget, staffing and building concerns when making decisions to acquire or provide access to materials and information. As such, Neill Public Library collects, organizes and makes available materials of contemporary significance and long-term value. The collection is reviewed and revised on an ongoing basis to meet the ongoing needs of its patrons. Collections provide general coverage of subjects and reflect the characteristics of the community and its diversity of interests, perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community.

The withdrawal of materials, also called weeding, is an ongoing process used to maintain the collection's usefulness, currency and relevance. Professional library staff have the sole responsibility to weed the collection.

The library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

COLLECTION RESPONSIBILITIES

The Library Board is ultimately responsible for the selection of all materials in the collection. The Board has chosen to delegate full responsibility for the selection of all materials to the Library Director. Under the authority of the Director, the Adult Services Librarian and Youth Services Librarian select and deselect library materials. All staff contributes 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
- recognizing that individuals have different ways of expressing their needs because of age, language, culture or other characteristics
- interacting with understanding, respect and responsiveness to all
- understanding and responding in rapidly changing demographics as well as societal and technological changes
- handling all requests equitably
- balancing individual and community needs

The community has an important role in shaping library collections by participating in the collection development process through suggestion and feedback.

ACQUISITION and MANAGEMENT CRITERIA

To build a collection of merit, materials are evaluated according to one or more of the following criteria, in random 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
- Cost
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Relation to the existing collection and related titles
- Attention by critics and reviewers
- Skill, competence and purpose of the author/illustrator
- Reputation of author, illustrator, publisher or issuing body
- Objectivity
- Relevance to the experiences and contributions of diverse populations
- Physical quality and/or condition of material
- Value of resource in relation to its cost

COLLECTION SOURCES

Priority for selection of materials are given to those reviewed and/or recognized in professional journals, collection guides, general publications and recognized "recommended/best" lists. Materials without such professional reviews or inclusions may be purchased for the collection using collection criteria specified previously. Special considerations for electronic information sources:

- Technical quality and ease of product use
- Availability of the information to multiple, concurrent users
- Technical requirements to provide access to the information
- Technical support and training
- Technical quality

SPECIAL COLLECTIONS

The library maintains a number of special collections for use or enjoyment by all patrons.

A. Palouse Heritage Collection

This collection pertains to the heritage of Pullman and the surrounding Palouse area. Materials pertaining to Palouse area history are selectively collected with awareness of, and in conjunction with, other local institutions having local history collections. All items are non-circulating, but may circulate at the discretion of the library director or designee(s). Please refer to the Palouse Heritage Collection Development Policy for further details.

B. Parent Center

This collection targets the interests, needs, and concerns of parents, caregivers and teachers of young children. It includes selected picture books which address some family issues, contemporary sources on parenting roles, responsibilities and techniques, child development and health, child care, early, emergent and continuing literacy, children with special needs, family management, home schooling and parental involvement in education.

C. Professional Collection

This collection includes specialized materials pertaining to the management and development of public libraries. It also includes identified materials for use by professional library staff in offering library programs. With the exception of Youth Service Big Books, all items in this collection are non-circulating, but may circulate at the discretion of the library director or designee(s).

D. English as a Second Language (ESL) Collection

This collection emphasizes materials for beginning and intermediate English language learners. It also includes a limited number of professional materials related to teaching ESL.

E. Art Collection

This collection is representative of area artists and artists using the Palouse as their subject matter. This collection is for library display only and does not circulate.

GIFTS

Library staff has the responsibility of handling donations. Library staff will follow this Collection Development Policy and the library's Guidelines for Donated Materials to determine the best use, if any, for donations. In addition, library staff can weigh the processing costs before placing a gift in the collection. Exceptions to the "good condition" criteria include rare or out of print materials that fill a specific gap in the collection.

Once given, all gifts are the property of Neill Public Library and will be treated on an equal basis with purchased materials with regard to the collection development and maintenance.

INTERLIBRARY LOAN

Interlibrary loan services can be used to help meet the needs of library patrons. The library offers this service to patrons as staffing and budgetary parameters allow. To be eligible for interlibrary loan service, a patron must qualify as a Pullman resident. The value of the item borrowed must not exceed \$100.

COLLECTION ACCESS

All library materials are available for use by all patrons. Access to materials is ensured by the way materials are organized, managed and displayed, through staff interaction and through the delivery of materials. The library organizes its collections through a standards-based cataloging and classification system. Staff is available to assist patrons in the selection and location of materials of interest. Electronic resources are made accessible through web-based environments.

To ensure equitable and efficient access, materials may be subject to use limitations. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary and licensing constraints.

INTELLECTUAL FREEDOM

A democracy presupposes an informed citizenry, and the public library has an integral role in achieving that goal. The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library believes that reading, listening and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read, listen

and/or view cannot be restricted. The library does not stand in loco parentis. Parents and legal guardians have responsibility for guiding and directing the reading, listening and/or viewing of choices of their own minor children.

The library also recognizes that many materials may be controversial and that any given item may offend some individuals. Decisions regarding selection are not made on anticipated approval or disapproval, but solely on the merit of the work as it relates to the library's mission and service roles. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Only individuals can determine what is most appropriate for their needs and can define what materials or information is consistent with their personal values. Individuals can apply those values to the use of library materials only for themselves.

Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

CENSORSHIP and RECONSIDERATION of LIBRARY MATERIALS

The Neill Public Library Board of Trustees believes the only acceptable censorship is self-censorship. The Neill Public Library Board of Trustees supports the guidelines by the American Library Association in its Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement (appended) and considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution.

Therefore, it is the intent of the Board that no challenged library material shall be removed from the collection except upon court order, and after adversary proceedings in which the Neill Public Library Board defends inclusion of the material, unless said material was placed in the collection in violation of this policy.

Nevertheless, Neill Public Library recognizes the right of individuals to question materials in the library collection. Individuals may request reconsideration of a selection decision of library material by completing the Reconsideration of Library Form (see appendix).

The Neill Public Library Board, upon request, hears appeals of the Director's (or Librarian designee's) written response. Appeals must be presented in writing to the Library Board at least 10 days in advance of the next regularly scheduled meeting of the Board. Decisions on appeals are based on careful review of: the objection, the material and this policy. The final decision on appeals rests with the Neill Public Library Board.

APPENDICES:

- A. American Library Association Statements available at www.ala.org

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