

Collection Development Policy
Adopted by the Board of Directors
April 12, 1995

Oregon Trail Library District recognizes that it serves a diverse population with individuals and groups with many different interests, cultural heritages, social values and information needs. The District attempts to serve the informational, cultural and recreational needs of all district residents regardless of age, race, creed, national origin and political and social views. The District supports the American Library Association's 1972 "Freedom to Read Statement" and incorporates that statement as part of this document. The District collects materials to support its mission statement adopted by the Board of Directors in January of 1995.

I. Authority for collection development

Ultimate authority for the development of library collections rests with the Board of Directors elected by the citizens of the District, but the Board has charged the Library Director, who has taken formal coursework in library collection development, with day to day collection development decisions. The Director carries out this duty with the help of other library staff.

Materials are chosen for inclusion in the District's collections from citations in standard library selection tools, the book reviewing media and publishers' and distributors' catalogs. Best seller lists are consulted, but inclusion in such a list does not automatically qualify an item for inclusion on the collections. Patron requests and suggestions are considered seriously, and requested materials are selected if they appear to meet the District's selection criteria. Most materials are purchased new from vendors, dealers or bookstores. Only under special circumstances, such as their unavailability in print, will used materials be considered for purchase.

II. Criteria for selection

The following guidelines apply to the selection of all materials for the collection regardless of the format. Materials selected must be deemed to be of interest to members of the community. They must contribute to the fulfillment of the District's mission. Their informational content should be judged to be accurate and timely. Library materials should be recognized as containing literary or artistic merit. They should be in a physical format that will stand up well in normal use in the library and circulation to patrons' homes. They should be deemed to be good value for the price. An item's availability from other libraries will be taken into consideration in its selection.

A. FICTION

In selecting works of fiction first priority will be given to current works by popular authors. Works from a wide variety of genres will be selected. Some works from well-reviewed new authors will be included. Works representing a wide spectrum of experiences will be selected with emphasis on materials that reflect the lives and concerns of people and communities within the District. Recognized literary classics will be included in the collection, but lesser known works by important authors that are not in high demand may not appear in the collections. The library will try to complete popular series whenever feasible, but will not attempt to collect every book by any given author. Usually the library will collect only one copy of each title except where large demand seems to justify another copy.

B. NONFICTION

Accuracy and currency are important criteria in considering nonfiction materials. However, the accuracy of opinions expressed in nonfiction works may be open to dispute. While it is impossible for any library to reflect every possible shade of opinion on a given issue, the library will try to collect materials that express a wide variety of points of view. Preference will be given to subjects that are likely to interest library patrons in this District. It is beyond the scope of the small public libraries of this District to collect highly scholarly works or archival materials not directly related to local history or genealogy. These items are more suitable for academic or research libraries. The library maintains links with other libraries to meet requests for material that it cannot stock. Materials that are published primarily as textbooks are not ordinarily included in the library's collection.

C. CHILDREN'S AND YOUNG ADULT MATERIALS

The library will make a special effort to provide a collection of high quality, attractive library materials for its younger patrons. While popularity is an important factor in the selection of children's and young adult materials, greater attention will be paid to collecting educationally important materials and those that have received favorable reviews. While a public library cannot take the place of a well stocked school library with a collection specifically designed to support the school curriculum, the library will attempt in cooperation with local school libraries to stock materials that support and supplement the school library offerings.

It is the responsibility of parents or guardians of children to supervise their own children's reading. What one family finds to be important information for its children may be deemed totally inappropriate by another family. The library cannot enforce each family's own standards of what is appropriate for each child, nor can it collect only materials that will be considered appropriate by everyone in the community.

D. VIDEO RECORDINGS

Although the library puts a high priority on collecting popular materials, it does not stock current, feature-length films or video games such as can be obtained readily at commercial video rental outlets. Video materials that are produced primarily for school use

and are of little interest to the general public will be avoided. Instead the library collects children's and adult video materials that reflect a broad educational or cultural purpose. The library may collect feature films that are recognized as historically or artistically important if they are unlikely to be available in local rental outlets. Technical quality and production values will weigh in the selection of video programs. The library will collect only video formats that its patrons are likely to use.

E. AUDIO RECORDINGS

1. Recorded books

The same criteria that apply to the selection of printed books will also apply to recorded books. Because of the cost of unabridged recorded books, the library collections will consist mainly of abridged titles. Due to patron demand, the collection will emphasize fiction titles, but non-fiction may also be collected. The library will try with adult titles to supplement rather than duplicate its print collections except where there is high patron demand for both formats of the same title. The library will collect only those audio formats that its patrons demand.

2. Recorded music

As funds become available, the library may establish a collection of recorded music. Selection of recordings will respond to patron demand, but the collection will also include works that are generally recognized as historically or culturally important. The physical format will be the most current and sturdiest available.

F. CD-ROM'S AND OTHER COMPUTERIZED DATA FORMATS

As funds allow, the District will collect information on CD-ROM's and will consider other formats of computer data files. Due to the generally higher prices of such media, the library will limit its purchase of such formats to reference or educational resources which have received favorable reviews.

CD-ROM programs collected by the library must be technically compatible with the hardware owned by the library.

III. Donated materials

Gifts, either new or used, accepted into the collections must meet the same criteria as purchased materials. Physical condition and currency are important factors in accepting gift materials. Materials not accepted into the library's collection, but thought to have some monetary value will be donated to the local Friends of the Library organization to be used in their fundraising activities. Gift items that cannot be used in the collection or sold will be discarded.

The library will use gift materials as needed and in accordance with normal practice. It may use part of a donation, but not all, or part of a set but not all. Sets and private collections will not necessarily be shelved together. Donors may not set circulation policies different from library's normal policies. The library will deselect donated materials by the same criteria as other parts of the collections.

Each donor will be informed of this policy and may choose to take back materials not accepted into the collection. The library cannot issue receipts that estimate the monetary value of donated used materials.

IV. Memorial gifts

Like other gifts, materials donated to honor any person or organization living or dead will be accepted subject to the same selection criteria that purchased materials meet. The library director will be happy to work with donors to select items that meet the library's needs, serve as a fitting memorial to the person being honored and fit the donor's monetary guidelines. The library will place a bookplate inside the front cover mentioning the honoree, the occasion, and the donor as appropriate. The library will acknowledge each memorial gift with a letter to the donor and/or the honoree as appropriate. Except in unusual cases used materials will be considered as gifts and cannot be given as memorials.

V. Deselection of library materials

As library collections age they deteriorate physically, become outdated, or lose their popularity. Very few public libraries can continue to grow physically to accommodate every item ever acquired. From time to time library staff must remove materials from the collections. Factors to be considered in deselection include: the declining accuracy and currency of the information, the presence in the collections of newer, more authoritative materials on the same topic, the declining popularity of an item as reflected by the library's circulation records, the deteriorating physical condition of the item, and the attractiveness of illustrations and cover art. As parts of a working library, memorials and other gifts must be subject to the same deselection process as other materials except that memorial gifts in good physical condition will not be removed from the collection for at least ten years from their acquisition. Materials removed from the library collections will be donated to the local Friends of the Library organization for use in their fundraising activities.

VI. Citizen objections to library material selections

In even the most careful selection process materials are occasionally placed in a library that do not meet that institution's selection policies. When residents of the district discover items that they feel for some reason do not belong in the District's collection, they are encouraged to take the matter up with a library staff member. Since such situations are often emotional, the staff member will ask the objecting citizen to fill out and sign a copy of the library's "Material Complaint Form" (see addendum). This form will be given to the Library Director, who will make an appointment to discuss the complaint with the citizen. The citizen and the Director may be able to agree on what should be done with the item in question. If they cannot, the citizen may appeal the Director's decision to a public meeting of the District's Board of Directors. Only residents or employees of the District may address the Board without an invitation from the Board. As elected representatives of the people of the district, the Board has the authority to make a final decision on the matter.

Your Library -- Collections and Connections!

Oregon Trail Library District <><><><><><><><><><><>

District Office: P.O. Box 107 • Boardman, Oregon 97818 • Telephone 541-481-3366 • FAX 541-481-2688

Material Complaint Form

Oregon Trail Library District's collection development policy attempts to ensure a collection of library materials that meets the needs of its diverse communities. Occasionally library patrons may run across items in the collections that they feel do not belong there. The Library Board and staff wish to acknowledge such concerns and to correct any errors that may occur. Library patrons may help this process by completing the following form when they find library materials they feel might not belong in the collections. Completion of this form is the first step in reconsidering the inclusion of any item in the library collections.

1. Author of the item _____

2. Title of the item _____

3. Have you read, viewed or listened to the entire item? _____

4. Have you been given a copy of the library's selection policy? _____

5. Have you read the library's selection policy? _____

6. Do you believe that this item meets the criteria in the selection policy? _____

7. If not where specifically does the item fail to meet the selection criteria?

(Add another sheet if necessary.)

8. If you believe that the item does meet the criteria in the selection policy, how specifically should the selection policy be changed.

(Add another sheet if necessary)

9. Do you have other comments about the suitability of this item for the library's collections?

(Add another sheet if necessary)

10. What would you like to see the library do with this item?

Classify it in another section.

Where do you believe the item should be classified? (for instance young adult fiction, adult fiction, adult nonfiction, etc.)

Remove it from the library entirely.

Other. What do you suggest? _____

Your name _____

Phone number _____

Are you expressing this concern as an individual or as a representative of a group? _____

What is the name of your group? _____

Date this form was filed _____

Please leave this form with any library staff member or mail it to the address on the other side. Thank you for your concern for the library and its collections and for taking the time to express them clearly. The Library Director will contact you to set up an appointment to discuss these concerns in private. If after that meeting you and the Director cannot agree on what should be done with this item, you may request a public hearing before the Library Board, which under the District's Collection Development policy has authority to make a final decision.