

## 6.12 COLLECTION DEVELOPMENT

This collection development policy has been adopted by the POCLD Board of Trustees to guide District staff and to inform the public about the guidelines regarding the selection and evaluation processes, which are:

- a. Books and other library materials are selected on the basis of literary, educational, informational, and recreational value. The ultimate responsibility of selection rests with the Library Director, who operates within the framework of policies determined by the POCLD Board of Trustees.
- b. No title is excluded on the basis of moral, racial, religious, or political prejudice. Titles are selected, within the limitations of the budget, on the basis of critical consensus among recognized subject authorities. Suggestions from patrons are encouraged and will be given due consideration.
- c. The Library Director will review written complaints concerning specific titles. Ultimate decision-making authority for the retention or deletion of materials rests with the Library Director.
- d. POCLD endorses the American Library Association's Freedom To Read statement, The Library Bill of Rights, and the statements on Labeling Library Materials, Access to Electronic Information, Services, and Networks, and Free Access to Libraries for Minors.

### **Responsibility for Selection**

Ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of the policies determined by the Board of Trustees. The Library Director delegates to those staff charged with collection development responsibilities regarding the acquisition, cataloging, and

processing of materials. Any staff member under such delegation by the Library Director may participate in the selection of library materials.

The authority and responsibilities of the Library Director consist of the following:

- Authority to approve or disapprove selection recommendations from the selection librarians, other staff, and the public.
- Authority to make final decisions on the withdrawal of circulating materials, the rebinding of books, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged circulating collection.
- Authority to review various collections in the Library, evaluate the contents, and submit written reports to the Board of Trustees.
- Authority to initiate any weeding projects as a result of collection evaluations.

## **Selection Guidelines**

Selection is a discerning and interpretive process, involving a general knowledge of the subject area in question and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and a recognition of the needs of the community.

### **Criteria**

The following are some criteria used in evaluating items for the collection: literary merit, enduring value, accuracy, authoritativeness, social significance, importance of subject matter to the collection, timeliness, popular demand, cost, scarcity of material on the subject and availability elsewhere, quality and suitability of the format. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs. In general, self-published books are not added to the library's collection.

### **Tools**

The following are some tools that are used in evaluating items for the collection: professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles, and sales representatives for specific materials. Purchase suggestions from patrons are also an important source.

Standard review sources include the following: Booklist, Bulletin of the Center for Children's Books, Chicago Tribune Book section, Horn Book, Kirkus, Library Journal, Publishers Weekly, School Library Journal, *Voya*, Wilson Library Bulletin.

More specialized review sources may be mentioned in their respective collection development profiles.

### **Scope**

The scope of the collections in POCLD branch libraries refers to the formats offered, the treatment, and the level of difficulty. Materials selected for the District's collections are intended to meet the cultural, informational, educational, and recreational needs of the residents of Pend Oreille County. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that the needs of a majority of individuals can be met and service given to individuals of all ages, within current budget parameters and constraints. The District encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The emphasis is on acquiring materials of wide-ranging interest to the general public. The collection is not archival, and is reviewed and revised on an on-going basis to meet contemporary needs.

POCLD branches are not designated depository libraries at either the state or federal level. POCLD libraries will collect federal and state government documents according to the criteria set forth above. Similarly, collection and retention of government documents below the state level (e.g., County or municipal levels) will follow best practice as determined by the District based on usefulness of such materials to the population served.

### **Format**

Materials are purchased in the most appropriate format for library use based on format offerings by the publishers and suppliers of print and audiovisual materials. Collected formats include both print and audiovisual materials, and extend to electronic resources used either via single or multiple access by onsite or offsite patrons. The District recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community it serves. District staff monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection.

## **Unconventional Items**

The POCLD “Library of Things” is a circulating collection made up of a variety of kits or other non-traditional items that may be of interest in the community. Duration of the loan period for this collection may vary and borrowers are responsible for ensuring items are returned on time. Due to the unique nature of these items, replacement costs may be higher than traditional library materials. Borrowers acknowledge that loss or damage to these items may result in large fees to their account and must have a “statement of understanding” on file prior to borrowing from the collection. A “statement of understanding” on a minor account can only be signed by the minor’s guarantor.

Devices owned by the District and made available for loan, including but not limited to Chromebooks, Internet hotspots, and laptops, are included in the “Library of Things.”

## **Multiple Copies**

While the Library does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand. Titles with reserves or titles with broad popular appeal are generally ordered in duplicate. For titles with more than five reserves, an additional copy of the title will be acquired. In subject areas where patron demand is extremely high, the District prefers to buy one copy of several different titles instead of buying numerous copies of one title.

## **Audiovisual Materials (DVD/Blu-Ray)**

The audiovisual collection contains adult and juvenile feature film and informational titles in DVD or Blu-Ray format. The collection includes a varied selection of feature films, including current high interest, old classics, and foreign films. With few exceptions the collection is for home use only, but the District may purchase some public performance videos when the price is acceptable. (Videos for home use are restricted to individual or family viewing. Public performance videos are those for which the Library has purchased the rights for group viewing, for either in-library programs or for organizations' use with their members.)

In the case of feature films bearing a rating by the Motion Picture Association of America (MPAA), the District accepts the rating standards of the MPAA as described here:

*The movie ratings system is a voluntary system operated by the MPAA and the National Association of Theater Owners (NATO). The ratings are given by a board of parents who comprise the Classification and Rating Administration (CARA). CARA's Board members view each film and, after a group discussion, vote on its rating. The ratings are intended to provide parents with advance information so they can decide for themselves which films are appropriate for viewing by their own children. The Board uses the same criteria as any parent making a judgment: theme, language, violence, nudity, sex and drug use are among content areas considered in the decision-making process. (cf. <http://www.mpa.org/FilmRatings.asp>)*

In the case of films without an MPAA rating, the District supports the objective of selecting titles that fall within the range of content and level considered appropriate for the rated films it acquires, but disavows any function *in loco parentis*, leaving to parents the responsibility for pre-screening library materials for use by children.

The audiovisual collection exists to serve the general informational, educational, and recreational needs of the user community. Appropriateness and expected long-term use and value to the collection are deciding factors in the selection of adult and children's videos. Closed-captioned films are purchased whenever available to meet the Library's commitment to serve the hearing-impaired. Patron requests for specific titles will be considered and purchased if the film is appropriate to the collection for the long term.

### **Weeding of District Collections**

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection.

Titles are withdrawn from the Library's collection through systematic weeding by staff or because of loss or physical damage. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost.

Audiovisual materials which are withdrawn will be replaced in most cases with new, popular titles, as these collections are designed to meet current interest.

Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every two years, at a minimum, although certain areas may require more frequent review.

Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection. Weeding also helps a selector evaluate the collection by identifying areas or titles where additional materials are needed; older editions which need to be updated; and subjects, titles, or authors that are no longer of interest to the community. Titles can be checked against standard bibliographies in the subject to see if the items have historical or literary value. Holdings which are readily accessible in other libraries may also be considered when making weeding decisions. Withdrawn materials which are in good condition will be put in the book sale. Materials withdrawn from the Reference collection which retain informational value may be transferred to the circulating collection.

### **Reconsideration of Library Materials**

A singular obligation of any public library is to reflect within its collection differing points of view on controversial or debatable subjects. POCLD does not promulgate particular beliefs or views, nor does the selection of an item express or imply the District's endorsement of the author's viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this collection development policy in making additions to or deleting items from the District's library collections.

Patrons who request the reconsideration of library materials must be active cardholders in good standing and will be asked to put their request in writing by completing and signing the form (*cf.* Appendix A) entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal, written request, the Library Director will make a decision regarding the disposition of the material. The Library Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Library Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Library Director, he/she is welcome to appear before the Board of Trustees during the public comment period of their next regular meeting. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the District but will not make determinations as to if an item should be retained or removed from the collection.

### **Collection Evaluation and Assessment**

The District's collections need continuous evaluation in order to keep on target with the District's mission to provide materials to meet patrons' interests and needs in a timely manner. Statistical tools such as circulation reports, collection turnover rates, document delivery studies, fill rates, reference fill rates, statistical samplings, and new materials counts should be used to determine how the collection is being used and how it should change to answer patron needs. The materials themselves should be assessed for their physical condition and their use. The use of conspectus instruments available to the District through consortial or group projects also figures into its evaluation methodology.

Qualitative evaluation includes checking subject areas against standard bibliographic tools and recommended subject lists to be sure that the District is acquiring recommended materials. Patron input and community/user surveys can also be used to aid in the evaluation of the Library materials collection.

Through these ongoing quantitative and qualitative methods, the Library Director and designated staff selectors can monitor the collection to see that it is serving its public.

This Collection Development Policy will be reviewed and, if necessary, revised at least once within every five year period from its date of adoption to insure a document that continues to answer the needs of the District's libraries and their user communities.

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*Adoption and Revision History*

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APPENDIX A

**Pend Oreille County Library District**  
**Request for Reconsideration of Library Materials**

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

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

This is a: \_\_\_book \_\_\_magazine \_\_\_recording \_\_\_video \_\_\_other: \_\_\_\_\_

Request initiated by (your name):

\_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you represent:

\_\_\_ yourself

\_\_\_ an organization (name): \_\_\_\_\_

\_\_\_ other group (name): \_\_\_\_\_

1. To what in the work do you object (please be specific; cite page numbers):

2. Did you read/view/listen to the entire work? \_\_\_yes \_\_\_no

If not, which parts have you read/viewed/listened to?

3. What do you feel might be the result of reading/viewing/listening to this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgements of this work by literary critics?

7. What would you like the District to do about this work?

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature \_\_\_\_\_

Date \_\_\_\_\_