

Collection Development Policy East Bonner County Free Library District

Policy Statement

This policy provides for public understanding of the purpose and nature of the Library District collections and gives guidance and direction to library staff regarding collection development and maintenance.

Mission and Roles

Mission

The mission of the Library District is to provide access to opportunities for discovery, connection, and lifelong learning. It is our vision to engage community, excite curiosity, and enhance personal growth.

Roles

The Board of Trustees has defined two primary roles and two secondary roles.

Primary Roles

1. Popular Materials

The district's collections and services follow the interests of patrons with an emphasis on titles of lasting value.

2. Lifelong Learning Center

The district supports the educational needs of patrons of all ages by providing reference materials, nonfiction, periodicals, pamphlets, sound recordings, films, electronic resources and other information.

Secondary Roles

1. Reference Services

The library district actively provides timely, convenient, accurate and useful information for community residents.

2. Youth Services

The library district encourages youth of all ages to develop an interest in reading and learning.

Collection Goals

Within its physical and financial limitations, the Library District supports its roles by building collections and providing access to materials that will:

1. Recognize community needs
2. Introduce and define a subject
3. Indicate the varieties of information available elsewhere
4. Support school instruction and routine public inquiries
5. Facilitate lifelong education and self-understanding
6. Provide various points of view on current conditions, trends and controversies
7. Provide a meaningful aesthetic experience and increase cultural awareness
8. Represent older and newer formats as patron demand warrants
9. Entertain

The Library District assists patrons in securing information not found in its collections by offering interlibrary loan services, participating in reciprocal borrowing agreements with other libraries, providing access to online catalogs, and referrals to other institutions or individuals. In addition, the district provides Internet access, remote access to the library web page, and access to online databases.

The library encourages cooperation with school districts and other agencies, but cannot perform their functions.

Collection Scope

The library print collections include regular and large print books, periodicals, pamphlets, selected Idaho and federal government documents, and reference books. Non-print materials include DVDs, microfilm, e-resources, compact discs, spoken word discs, electronic games, virtual reality (VR) games, launch pads, hotspots, playaways, and online databases. The library does not collect older audio and video formats, textbooks (except when it may be the only or best source on a subject), sheet music, newspaper clippings, or rare or valuable materials (with the exception of some items of local interest that form a small special collection). While the Library District collects local and regional histories, it does not attempt to build a comprehensive collection or to duplicate services provided by the Bonner County Historical Society and Museum.

The library collection, taken as a whole, will be an unbiased and diverse source of information, representing as many viewpoints as possible. No material will be excluded because of the race,

nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials does not mean endorsement of the content by library staff or the Board of Trustees.

Selection Responsibility

Responsibility for the selection of materials rests with the library director under the authority of the Board of Trustees and state statute [*Idaho Code*, Section 33-2721]. The library director may delegate selection of materials to staff members qualified for this duty by education, training, interest and job classification.

Suggestions for the purchase of materials, received from patrons or staff, are referred to the appropriate staff member and considered according to the Library District selection policies.

Selection Criteria

Materials are considered in comparison to others of their own kind. There is no single standard that can be applied to every item. Some materials may be selected primarily in terms of artistic merit or scholarship while others are selected to satisfy the recreational and entertainment needs of our patrons.

All acquisitions, whether purchased or donated, are considered in terms of the following criteria:

1. Authority of coverage and suitability of subject and style for the intended audience
2. Relationship to the existing collection and other material on the subject
3. Suitability of physical form for library use
4. Present and potential relevance to community needs
5. Reputation and/or significance of author, composer, artist, director, etc.
6. Attention of critics, reviewers, and the public, including patron requests
7. Mention in *Core Collection Series* or other professional or commercial reviewing sources
8. Currency
9. Cost

Collection Maintenance

Collections are regularly and systematically review by staff members who have been assigned to this task by the library director. It is their responsibility to maintain quality and to preserve the physical condition of materials. Those materials of current usefulness, but in poor physical condition, are rebound or otherwise repaired, replaced, or placed in a special collection.

Materials which no longer meet library collection goals will be discarded according to accepted

professional practices such as outlined in the publication, *Evaluation and Weeding Collections in Small and Medium-Sized Public Libraries: the Crew Method*. The disposition of weeded library materials will be at the library director's discretion, although most will be sold through Friends of the Library book sales. Materials that are donated, or have been given in memory of others, will be evaluated using the same criteria as other purchased materials.

The CREW method encourages evaluation based on the following criteria:

1. Age of material
2. Years since the last recorded circulation
3. Factual accuracy
4. Physical condition
5. Whether the item has been superseded by a new edition or better copy
6. Literary or scientific merit, or awards received
7. Relevance to the needs and interests of the community

Challenged Materials

Materials that are challenged by the public will be evaluated individually according to the Challenged Materials Policy of the District.

Policies About Specific Formats

Periodicals

In general, periodicals are selected for the interest of the general reader. When technical subjects are considered, periodicals covering broad subject areas are acquired, rather than those published for academic or technical specialists. The Library District will also consider the following criteria in selecting periodicals:

1. The title is indexed in *Library Core Collections*
2. It is of regional interest
3. Positive reviews are contained in *Magazines for Libraries* and other professional reviewing sources
4. Patron requests
5. Availability through various databases

Donated periodicals are accepted on approval of the supervising staff member. All periodicals are kept for a definite period of time according to a schedule established by the supervising staff member.

Newspapers

The library district subscribes to a small collection of newspapers for browsing. The subscriptions include several local, state, regional and national papers. A limited number of back issues of *The Wall Street Journal* are kept for patron research. Current issues, and a limited number of back issues of *The Bonner County Daily Bee* are available in print. Historical regional newspapers are available on microfilm. Other newspapers are kept for only a short time, according to a schedule established by the supervising staff member. Digitized versions of past local newspapers are available via the district website.

Pamphlets

Pamphlets are intended to provide handy, condensed information on a wide range of topics. The pamphlet file also contains Idaho state government documents, maps, booklets and ephemera related to the local area and region. In general, the library will use the following criteria in selection:

1. Relationship to material already in the collection
2. Currency, accuracy and relevance
3. Availability of the same information in other formats

Audio Recordings

The Library District collects audio recordings in a variety of formats. The Library District does not attempt to cover all the audio recordings popular at any given moment, but purchases representative titles of significant artists and authors. Donations are accepted in accordance with the selection criteria.

Some music is acquired through a patron-driven acquisition format. In some cases, the district subscribes to a licensed platform from which patrons may select their own music. The files are theirs to keep. The library does not acquire any materials via this platform, but provides access to the materials for individual patron selection and use.

As in book selection, the Library District has an obligation to select materials that reflect diverse interests and to collect items unlikely to be found in the average home. In general the following criteria are followed:

1. Significant content, musical interpretation, and technical quality
2. Positive review in *Billboard*, *Rolling Stone* and other review sources
3. Patron requests

4. Relationship to materials already present in the collection

Video Media

Films are primarily acquired in DVD format, with Blu-Ray also represented. The Library District provides access to multiple licensing platforms for streaming video where patrons may select their own content. In order to meet the needs of a broad cross-section of users, the collection includes nonfiction media, which supplement and complement the book collection, and fiction films for general study and entertainment, including foreign language films and television series.

Electronic Devices

The Library District acquires a limited number of educational tablets, pre-loaded with a variety of educational applications. Selection criteria include age, and subject matter.

Electronic Resources

The Library District provides access to databases selected by the Idaho Commission for Libraries and a limited number of purchased products including Virtual Reality (VR) and Augmented Reality games and experiences. These are subject to the same selection criteria as other materials.

Electronic Games, Virtual Reality, and Augmented Reality Programs

The Library District collects electronic games for a variety of platforms. The Library District does not attempt to cover all of the electronic games popular at any given moment, but purchases representative titles. In general, the following criteria are used in the selection:

1. Patron requests
2. Positive reviews through gaming magazines and other review sources

Fiction and Nonfiction Selection

The Library District collects fiction and nonfiction material for all ages in a variety of formats including electronic. In the case of eBooks, the library leases access to content from a variety of vendors. Access to that content may cease if the relationship with the vendor is discontinued.

Fiction

The collection includes imaginative prose writings in English. Translations are provided when the work was originally written in another language. The fiction section caters to a wide variety of reading tastes, skills and objectives. In general, the criteria employed in the selection of a particular title are:

1. Representation of important movements, genres, trends or national culture
2. Vitality and originality
3. Artistic presentation and experimentation
4. Sustained interest
5. Skill, competence and purpose of author
6. Contemporary significance
7. Permanent value

New titles are considered on the basis of critical review in professional selection journal such as *Kirkus Reviews*, *Library Journal*, *Booklist*, and *School Library Journal*. Titles are also considered based on patron requests.

Nonfiction

The library attempts to build a collection of up-to-date, primarily English language materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. This collection can support school instruction, some independent study and routine public inquiries, but is not sufficient to support higher-level academic courses or advanced independent study. The criteria for the evaluation of works of information and opinion are the following:

1. Authority
2. Comprehensiveness and depth of treatment
3. Objectivity and integrity
4. Clarity, accuracy and logic of presentation
5. Representative of a challenging or minority point of view

New titles are considered on the basis of critical review in professional selection journals such as *Kirkus Reviews*, *Booklist*, *Library Journal* and *School Library Journal*. Titles are also considered based on patron requests.

In specific subject categories the following criteria apply to selection:

200-Religion

The library attempts to maintain a well-balanced collection representing all major religions and their sacred scriptures. Authoritative material which introduces and explains the basic concepts and practices of the various religions and beliefs are also included. The library does not add materials of a strictly proselytizing nature and may decline donations of materials for which there is no demonstrated demand.

300-Social Science

Issues are represented from a wide variety of views. Items contain current, accurate and fair information.

Law

The library purchases standard and popular materials which deal with the philosophy of law and particular common types of law such as real estate, taxation, marriage, and divorce for the lay reader.

Laws and regulations of the State of Idaho, Bonner County, and major cities within the library district are included in the collection.

Linguistics and Language

The library will collect dictionaries and course books for languages commonly studied or spoken in our community.

610-Health and Medicine

The library purchases standard and popular materials on health, nutrition, hygiene, diseases and medicine that are primarily of interest to lay persons.

Authoritative, scientific and popular materials about sex are provided for the general reader at various ages and reading levels.

900-History

The library does not collect rare books or other older materials except in the area of local history. Local history materials are defined as documents or books relating to the history of Bonner County, Northern Idaho, Eastern Washington or Western Montana.

All other history books are selected according to the criteria outlined in the general selection criteria.

Additional Collections

Reference

Reference materials are selected using the same criteria as other non-fiction materials, with an emphasis on more academic depth and breadth of content. This collection does not check out, but is available for general use inside the libraries.

Special Collection

Materials that are fragile, rare, irreplaceable, or of local importance, are housed in the Special Collections cases. These items are available for in-library use only.

Professional Collection

Materials are collected specifically for staff and trustee training. Select items may be checked out by patrons on a limited basis.

Lifelong Learning Collection

Materials are collected specifically for the Lifelong Learning Center for use by tutors and their students. Select items may be checked out by patrons on a limited basis.

Adopted circa 1985
Revised & Affirmed 04-14-2014
Amended & Affirmed 12-09-2019
Board of Trustees
East Bonner County Free Library District