

# **COLLECTION DEVELOPMENT POLICY EAST BONNER COUNTY LIBRARY DISTRICT**

## **PURPOSE**

The purpose of this policy is to guide the staff of the East Bonner County Library District (hereinafter referred to as the Library) in their decision making and to inform community members and other stakeholders of the principles on which the Library bases materials selection and collection maintenance decisions.

## **INTELLECTUAL FREEDOM**

The Library supports the principles documented in the Library Bill of Rights, Freedom to Read and Freedom to View statements of the American Library Association. These three documents can be accessed online through the following links:

<http://www.ala.org/advocacy/intfreedom/Librarybill>

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

The Library upholds the right of the individual to access information even though the content may be controversial, unorthodox, or unacceptable to others. Race, nationality, religion, gender, sexual orientation, and political/social view will not be used as criteria for exclusion of materials. Materials available in the Library present a diversity of viewpoints enabling citizens to make the informed choices necessary in a democracy. Materials are intended to broaden perspectives, support recreational reading, encourage and facilitate reading skills, supplement educational needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of children is the responsibility of parents and caregivers, who guide and oversee their children's development.

## **SCOPE**

The Library collections include information in multiple formats and represent the viewpoints and interests of the East Bonner County community. Library staff regularly evaluate the collection and the user needs to ensure the relevance of the collection.

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 a wide variety of audiovisual materials and electronic media.

The Library does not collect unpopular and uncommon 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 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. Local history materials are defined as documents or books relating to the history of Bonner County, Northern Idaho, Eastern Washington or Western Montana.

The Library primarily collects materials in the English language, but may add materials in other languages as demand warrants. The Library collects dictionaries and course books for languages commonly studied or spoken in our community.

The Library collects popular materials which address 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.

Reference materials may support school instruction, some independent study and routine public inquiries, but are not sufficient to support higher-level academic courses or advanced independent study.

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.

In addition to the circulation of traditional media such as books, audiovisual materials, and periodicals, the Library also offers opportunities for learning and discovery through online resources and the management of a wide variety of physical items through its Library of Things collection.

### **Online Collection**

The online collection includes research and learning databases, e-books and other downloadable and streaming media. The online collection evolves as new formats and products become available. Subscription services are continuously evaluated based on usage.

### **Library of Things**

The Library of Things collection provides access to tools, technology and other objects. The collection is an extension of the Library's commitment to community resource sharing and its holdings will continue to adapt as user needs change.

## **COLLECTION GOALS**

Within its physical and financial limitations, the Library builds collections and provides 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 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 formats as patron demand warrants
9. Entertain

The Library assists patrons in securing information not found in its collections by offering Interlibrary Loan services and providing access to online catalogs and databases.

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

## **SELECTION AND MANAGEMENT OF COLLECTION**

### **Responsibility of Selection**

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.

Community members and staff are encouraged to recommend materials to be added to the collection. All recommendations will be evaluated using the same criteria as general purchases.

### **Selection Criteria**

Library staff apply training, knowledge, and expertise along with the following criteria to select materials for the collection. An item need not meet all of these standards to be added to the collection. 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. Selection of materials does not mean endorsement of the content by Library staff or the Board of Trustees.

The Library collection, taken as a whole, will be an unbiased and diverse source of information, representing as many viewpoints as possible. The Library does not add materials of a strictly proselytizing nature and may decline donations of materials for which there is no demonstrated demand. Materials donated to the Library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as purchased materials. All donations must be in good condition and free of odor, mold or other damage. Donations are evaluated by the Friends of the Library for their disposition. When appropriate, donations may be added to the Library collection.

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

- Authority of coverage and suitability of subject and style for the intended audience
- Relationship to the existing collection and other material on the subject
- Suitability of physical form for Library use
- Present and potential relevance to community needs
- Significance of author, subject, or creator of the work
- Attention of critics, reviewers, and the public, including patron requests
- Critical assessments in a variety of professional journals and media sources
- Currency
- Space availability
- Cost

**Additional Selection Criteria for Library of Things:**

- Staff resources
- Level of ongoing maintenance required
- Ease of use
- Liability concerns
- Community needs and local availability
- Environmental sustainability

**Collection Maintenance**

Collections are regularly and systematically reviewed 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. Materials which no longer meet Library collection goals will be discarded according to accepted professional practices such as those outlined in this policy. 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.

**Criteria for withdrawing materials:**

- Age of material and currency of format
- Current demand and frequency of use
- Factual accuracy
- Physical condition
- Whether the item has been superseded by a new edition or better copy
- Number of copies in the collection
- Literary or scientific merit, or awards received
- Relevance to the needs and interests of the community
- Space availability

## **Criteria for Replacement**

Library staff assess the need for replacing materials that are damaged, withdrawn, or lost. Replacement of withdrawn materials is not automatic. The decision to replace items is determined by:

- Availability through Interlibrary Loan
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability to purchase

## **POLICIES CONCERNING SPECIFIC FORMATS AND COLLECTIONS**

While the general selection criteria applies to all materials acquired by the Library, including audiovisual materials, the following special considerations apply to specific formats and collections.

### **Magazines and Newspapers**

The acquisition of periodicals follows the general selection criteria guidelines. Donated periodical subscriptions are accepted on approval of the supervising staff member.

The Library subscribes to several local, state, regional, and national newspapers. A digitized collection of historical local and regional newspapers are available through the Library's website.

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

### **Visual Media**

Physical recordings of visual media are acquired in current technology formats, including DVD and Blu-Ray. The Library provides access to multiple licensing platforms for streaming video where patrons may select their own content.

### **Electronic Devices and Resources**

The Library circulates educational tablets preloaded with a variety of educational applications.

In addition to databases selected by the Library, the Library also provides access to databases selected by the Idaho Commission for Libraries.

The Library collects electronic games for a variety of platforms in common and current use, and provides access to Virtual Reality (VR) and Augmented Reality games and experiences.

The Library leases access to e-books and e-audiobooks from a variety of vendors. Access to that content may cease if relationships with vendors are discontinued.

**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.

**Lifelong Learning Collection**

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

**RECONSIDERATION OF LIBRARY MATERIALS****Request for reconsideration**

Reading is a private activity, and individuals must examine materials as to suitability for their own purposes and make their own decisions to read or not to read particular items.

As part of its mission to provide ready access to the wide diversity of ideas and information, the Library strives to collect materials that provide a variety of viewpoints on issues and subjects. It recognizes that some of these may be controversial and that any given item has the potential to offend some members of the community. Selection of materials is not made on the basis of anticipated approval or disapproval, but on the basis of the principles and guidelines stated in the Collection Development Policy. Likewise, the Library will not eliminate items purchased under due consideration solely because they might displease a particular individual or group.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no Library materials will be sequestered, except to protect them from physical damage or theft.

Responsibility for the selection of children's Library materials rests with their parents or legal guardians. Selection of Library materials will not be inhibited by the possibility that materials may come into the possession of children, and only parents may restrict access for their own children. Patrons may raise an objection to an item in the Library's collection. If a complaint cannot be resolved informally through consulting with Library staff and reading the Collection Development Policy, the following procedure will be used to consider the opinions of community members residing within the Library district.

Library patrons who recommend the review or removal of a particular item in the Library collection may request and submit a Request for Reconsideration of Material form from staff. The form will be reviewed by the Library Director or designated staff in relation to the Library's mission statement and the selection criteria in this Collection Development Policy. Staff will submit an evaluation of review materials submitted by the patron and a written response will be made by the Library Director or designee within 30 days of receiving the formal Request for Reconsideration.

If the community member who submitted the original Request for Reconsideration does not agree with the Director's determination, they may appeal the decision to the Library Board of Trustees. The Board will determine whether the staff's decision should be upheld, modified, or overturned at their next scheduled regular meeting and deliver their decision in writing within 30 days. The decision of the Board is final.

Adopted circa 1985

Revised & Affirmed 04-14-2014

Amended & Affirmed 12-09-2019

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Board of Trustees

East Bonner County Free Library District