

<b>Lower Umpqua Library District</b>	Administrative: <b>Collection Development &amp; Management Policy</b>	Number A-019 Page 1 of 5
Effective date: 10-13-2020 Revised: Original	OPR: Board of Directors	Author(s): Cousineau

## **Lower Umpqua Library Collection Development & Management Policy**

### **Purpose**

The purpose of this policy is to guide the Lower Umpqua Library staff in the development and management of the library collection to meet the needs of the Lower Umpqua Library District’s community as well as to inform the public and other interested parties about the means by which the library makes decisions about the selection and retention of materials.

### **Library Mission Statement**

The Lower Umpqua Library District provides access to information, books, technology and ideas to enrich, educate and empower all the individuals in western Douglas County.

### **Collection Scope**

The Lower Umpqua Library provides materials in a broad range of subjects and formats to serve the community’s informational and recreational needs. The library selects materials to accommodate the diverse ages, reading and understanding levels, abilities, tastes, viewpoints, and interest of the community.

The library strives to collect materials in the formats that are most relevant to the Lower Umpqua Library community, and the formats collected may change in response to evolving technology. Considerations for adding formats to or removing formats from the library’s collection include demand, cost, and the ability to house and maintain collected items.

### **Guiding Principles**

The Lower Umpqua Library District adheres to the principles of intellectual freedom as expressed in the American Library Association’s Bill of Rights and the Freedom to Read Statement (appended to this policy). The library upholds individuals’ right to access information that may be controversial in nature, and supports the right of parents and guardians to make decisions regarding the reading and viewing of their children. The library strives to collect materials

<b>Lower Umpqua Library District</b>	Administrative: <b>Collection Development &amp; Management Policy</b>	Number A-019 Page 2 of 5
Effective date: 10-13-2020 Revised: Original	OPR: Board of Directors	Author(s): Cousineau

representing a wide variety of viewpoints, and will not identify materials in any way that implies approval or disapproval of the item's contents, or sequester any materials from the rest of the collection except to prevent theft or damage. An item's inclusion in the library's collection does not imply endorsement of its contents by the library.

### **Selection Responsibility**

Responsibility for the library collection and the implementation of this policy is delegated to the Library Director/District Manager by the Lower Umpqua Library District's Board of Directors. The Library Director/District Manager in turn delegates selection responsibilities to library staff with the appropriate training and expertise to select materials in their assigned areas.

### **Selection Guidelines and Criteria**

In selecting materials for the library, staff take into account the diverse needs and interests of the community as well as knowledge of the existing collection. Criteria include but are not limited to the following (in no particular order):

- Popular demand
- Literary or artistic merit
- Contemporary significance or permanent value
- Favorable attention from critics, reviewers, or the public
- Relation to existing collection
- Availability of information in alternative sources
- Ease of use and accessibility
- Accuracy
- Cost
- Suitability for intended audience

The library welcomes suggestions from the general public and all library staff. Selectors give high priority to requests from patrons, though requests for items that do not meet the guidelines explained in this policy may be declined.

<b>Lower Umpqua Library District</b>	Administrative: <b>Collection Development &amp; Management Policy</b>	Number A-019 Page 3 of 5
Effective date: 10-13-2020 Revised: Original	OPR: Board of Directors	Author(s): Cousineau

The library may acquire self-published items if they are created by a local resident, have special local or regional significance, or otherwise comply with the selection criteria detailed in this policy.

### **Gifts and Donations**

The Lower Umpqua Library welcomes gifts of materials. Donated items will be added to the collection only if they meet the selection guidelines expressed in this policy. By donating an item to the library, the donor acknowledges that if the library chooses not to add the item to the collection, it will be given to the Friends of the Reedsport Library to be sold at a book sale, or otherwise disposed of as the library staff and/or Friends of the Library see fit.

The library also encourages monetary donations to be used in the acquisition of new materials for the collection. The library prefers that no constraints be placed on monetary gifts, but a donor may identify a general subject area or format if they so choose. All specific item selections will be made by trained library staff.

### **Collection Maintenance**

Systematic and continuous evaluation and weeding of the collection ensures that the collection remains relevant and useful to the community, helps the staff identify areas where additional or updated materials are desirable, and creates the necessary space for newer materials to be added to the collection. Trained library staff identify items to withdraw that are damaged, out-of-date, superseded, or no longer of interest to the community. The decision of whether to replace a withdrawn item with an identical or similar item is based on the selection guidelines laid out in this policy. Withdrawn items in good condition are given to the Friends of the Library to be sold, donated, or disposed of as the Friends see fit.

### **Special Collection**

The following library collections may utilize different guidelines for selection, retention, and use than the rest of the library:

<b>Lower Umpqua Library District</b>	Administrative: <b>Collection Development &amp; Management Policy</b>	Number A-019 Page 4 of 5
Effective date: 10-13-2020 Revised: Original	OPR: Board of Directors	Author(s): Cousineau

### Lower Umpqua Region Collection

The library collects and archives materials pertaining to the Lower Umpqua region. Selection of materials for this collection follows the general criteria stated elsewhere in this policy, with the added criteria of historical value and interest. Part of this collection is kept in a protected area and is available for in-house use only during open business hours in order to preserve these materials and guarantee their availability.

### Honor System Items

The library maintains uncatalogued “honor system” collections for patrons who are unable to check out materials with a library card. The collections are comprised of materials donated to the library in good condition and are not subject to the criteria for selection and retention of materials detailed elsewhere in this policy.

### **Request for Reconsideration of Library Materials**

The library welcomes feedback on the collection from the public. Any Lower Umpqua resident with a concern about an item in the library’s collection will be immediately referred to the Library Director/District Manager. If, after speaking with the Director about their concerns, the patron wishes to formally request the removal of the material in question, the following process will be followed:

- Only one item at a time will be considered per patron.
- The patron must have read/viewed/listened to the item in question in its entirety, absent extraordinary circumstances.
- The patron will be provided with a copy of the Lower Umpqua Library District’s Collection Development & Management Policy, including the Request for Reconsideration of Library Materials form (appended).
- If the patron wishes to pursue the matter, the completed reconsideration form must be submitted.
- The Library Director/District Manager will review the form and make a decision regarding the inclusion or removal of the material within four weeks of receipt of the form. The Director will provide the patron with a written explanation of the decision.

<b>Lower Umpqua Library District</b>	Administrative: <b>Collection Development &amp; Management Policy</b>	Number A-019 Page 5 of 5
Effective date: 10-13-2020 Revised: Original	OPR: Board of Directors	Author(s): Cousineau

- The patron may appeal the Director’s decision to the Library Board within two months of receiving the Director’s reply. The Board will reconsider the decision based on whether the item in question conforms to the selection guidelines outlined in the Board-approved Collection Development & Management Policy.