

Crook County Library

Collection Development Policy

Approved by the Library Board of Trustees on April 13, 2017

Crook County Library strives to be relevant, accessible, and useful to our community. It is an environment where people come together for lifelong learning, enjoyment, and connection. The library provides free and convenient access to informational, cultural, educational, and recreational materials that appeal to the county's diverse population.

The library aims to provide equitable access to all people. To achieve this goal, library collections must remain current and responsive to the public's needs and easily accessible through current, appropriate, and cost-effective technologies.

Intellectual Freedom

The right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, the library favors no viewpoint and endorses the following American Library Association statements:

- Libraries: An American Value
<http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican>
- Library Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill>
- Freedom to Read
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- Freedom to View
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>
- Free Access to Libraries for Minors
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries>

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Youth are not limited to using materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

Authority

The responsibility for the library collection lies with the Library Director, who may designate other staff to participate in selection tasks. The Library Board of Trustees determines the broad policies for collection development set forth in this document and the Strategic Plan. Collection development procedures and annual goals are determined by staff.

Principles

The library will provide patrons with a variety of educational, recreational, and cultural materials. These resources will be provided in current, convenient, and cost-effective formats. Types of materials may include books, audio, video, magazines, newspapers, digital resources, or other formats deemed of interest to Crook County patrons. The library's collection will include material on many subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community. Emphasis will be placed on obtaining current, popular materials, stimulating children's interest in reading, maintaining a core collection of classic works, serving the informational needs of Crook County, and preserving local history. The library will strive to meet or exceed the "Enhanced" designation for collection development as set forth in the *Standards for Oregon Public Libraries*, published by the Oregon Library Association.

Crook County Library does not endorse particular views, nor does the selection of an item imply endorsement of its content. Each type of material will be considered by its own merit and as a whole, not by selected portions. To encourage diversity, items with minority viewpoints and perspectives will be included. Materials will not be excluded because of any views or characteristics of the creator(s). Staff who select for the collection review items based on the selection criteria delineated below, regardless of personal taste. These standards apply equally to purchased and donated materials.

Selection Criteria and Protocols

Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to professional and amateur publications, websites, blogs, reviews, bestseller lists, current media, and local sources. Items will be selected considering the following criteria.

- Local demand;
- Community needs and interests;
- Popularity;
- Artistic, literary, historic, and/or scientific merit;
- Clarity and accuracy;
- Ease of use;
- Availability, format, and durability;
- Budget and space considerations.

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children’s collection are selected to serve the needs of youth from birth through elementary school age.
- Materials in the young adult collection are selected to serve the needs of individuals from middle school through high school age.
- Selectors will consider Crook County Library’s collection as well as those of its resource-sharing partners.
- Suggestions from patrons are welcomed and considered using the standards outlined in this policy.
- The library will acquire materials in languages commonly spoken at home by Crook County patrons, including English and Spanish.
- The library does not select textbooks or other curriculum-related material unless these materials also serve the general public.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
- The library collection cannot be completely comprehensive. Older titles or titles that do not fit within the criteria of this policy may need to be borrowed from a resource-sharing partner or via interlibrary loan.

Local and Archival Materials

To preserve the area’s unique history and meet the needs of local researchers, the library collects materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available for checkout. Items in this collection include the following:

- Histories for areas of Oregon east of the Cascades, with special emphasis on Crook County and surrounding areas;
- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Crook County and Central Oregon;
- Newspapers within Crook County;
- Directories covering Crook County;
- Yearbooks for schools within Crook County;
- Historical works on Oregon generally;
- Travel guides and resources with historic value that cover Crook County or Central Oregon;
- Documents from governmental entities operating within Crook County or Central Oregon with historical value for library patrons;
- Works in areas useful for genealogical research specific to Crook County and Central Oregon;
- Rare and unusual fiction with historical value for Crook County patrons.

As a rule, the library limits selection to documents pertaining to the local area. Photographs, memorabilia, and other artifacts are collected by the Bowman Museum and Crook County Historical Society.

Gifts

The Library gratefully accepts gifts for the collection. Donated items are reviewed using the criteria laid out in this policy, the same as for purchased materials. Gifts that are not selected for the collection may be used for other library services or given to the Friends of the Crook County Library to sell, rehome, or otherwise dispense. Proceeds from the Friends' sales are used to benefit the library. Gifts will not be returned to the donor. Donations may be tax-deductible, and the library will issue a receipt upon request but will not appraise gifts. Acknowledgement of donated items for memorial purposes is also available by request.

Removal, Replacement, and Maintenance

In order to keep the collection vital and useful and to use space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Library staff use professional judgment and expertise to decide which materials to retain, replace, repair, or remove.

Withdrawn items in reasonable condition will be used for other library services or given to the Friends of the Crook County Library.

Request for Reconsideration of Library Material

The Library welcomes patrons to express opinions concerning materials selected or not selected for the collection. If a patron wants to formally question the content or placement of an item, they should be directed first to the Library Director or Assistant Director.

Patrons who wish to remove or reclassify collection materials must submit the Request for Reconsideration of Library Materials form. Materials subject to reconsideration will remain available during the review process. The request will be reviewed by a committee consisting of the Library Director, Assistant Director, and other staff responsible for selecting items like the one challenged. Requests will be reviewed based on whether the item in question conforms to the selection criteria outlined in this policy. The Library Director or designee will then respond to the patron challenging the materials. The response will include the committee's decision and its rationale. If the patron is unsatisfied with the committee's conclusion, the item will be referred to the Library Board of Trustees for further review.