

RICHLAND PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

PURPOSES OF THE COLLECTION DEVELOPMENT POLICY

The specific purposes of the Collection Development policy are threefold:

1. State the principles of selection upon which staff choose materials.
2. Acquire a useful, balanced collection of materials to ensure that these materials meet community needs.
3. Provide answers to questions and challenges to the collection from the public.

LIBRARY MISSION STATEMENT

The Richland Public Library *promotes* the love of reading and the joy of discovery for persons of all ages, *provides* information and learning resources in a variety of formats for both education and leisure, and *prepares* our patrons for the challenges and opportunities in the lifelong quest for knowledge in the information age.

GOALS OF THE RICHLAND PUBLIC LIBRARY*

1. Provide a 21st century facility for Richland Public Library patrons and staff.
2. Remain current with emerging technologies, provide a quality collection of materials and maintain outstanding service.
3. Increase awareness and use of library services.

The Collection Development Policy is developed and administered with this Mission and these Goals as guidelines. In addition, these policies will be applied and administered according to the values adopted by the City of Richland.

Teamwork: We will work together, demonstrating collaboration through mutual reliability, openness and flexibility to accomplish our goals.

Integrity: We will demonstrate an uncompromising allegiance to the core values of honesty, respect for others, loyalty, consistency, accountability and sincerity.

Excellence: We will deliver a superior level of commitment, responsiveness, performance and provision of services to all, with the attitude that everything is worth our best effort.

* (As determined by the 2002 Long Range Planning Committee)

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OBJECTIVES OF THE COLLECTION

The Board of Trustees of the Richland Public Library recognizes that within Richland there are groups and individuals with diverse interests, backgrounds, cultural heritages, social values, and needs. The Board further recognizes that the library was created to serve and provide materials to all of the people of Richland regardless of their age, race, creed, national origin, or political or social views.

In fulfillment of one of the goals of the Richland Public Library, “to provide a quality collection of materials”, the library collection will strive to provide an unbiased and diverse source of information, representing as many viewpoints as possible. The library strives to maximize the use of its collection by the greatest number of persons. Subjects will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The objectives of the Richland Public Library are to select, organize, preserve, and make freely and easily available to the people of the community print and non-print materials, within the limitations of space and budget. The collection is intended to provide individual access to information and materials in various formats to serve a wide variety of needs:

- Foster the communication of ideas
- Provide opportunity and encouragement for formal education
- Equip people for careers and practical endeavors
- Sharpen personal competence in forming sound judgments
- Increase appreciation of our cultural heritage
- Enrich leisure time

RESPONSIBILITY FOR SELECTION

Responsibility for development of the collection rests with the library manager under the authority of the Library Board of Trustees. Direct selection of all library materials is delegated to staff members qualified for this duty by their education, training, interest and job classification. Suggestions from library users are always welcome and given serious consideration. Any material so selected shall be held to be selected by the Board.

SELECTION CRITERIA

Each item will be considered for its value, its format, and the audience for which it is intended. No single criterion is applicable to all purchase decisions. Some resources may be judged primarily for their artistic merit, scholarship, or value to humanity; others are chosen to satisfy the informational, recreational, or educational interests of the community.

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Librarians apply their judgment and experience in selecting material according to the criteria listed below. All criteria do not apply to each item. Works of imagination, i.e. fiction, are judged by different standards than are works of information and opinion, i.e. nonfiction. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated passages. In considering individual titles in the selection process, librarians consult reviews, bibliographies, and other evaluative sources. However, in some cases, the library may give higher priority to demand or patron recommendations than to reviews or other relevant criteria.

Examples of criteria are:

- Suitability of physical form for library use;
- Suitability of subject and style for intended audience;
- Present and potential relevance to local interests and needs;
- Number and nature of requests from library patrons;
- Historical significance;
- Importance as a document representative of the times;
- Relation to existing collection, alternative formats, and other material on the subject;
- Reputation and/or significance of the author/artist and publisher/producer;
- Authority, competence, and purpose of the author/artist;
- Attention of critics, reviewers, and the public;
- Comprehensiveness and depth of treatment;
- Objectivity;
- Clarity, accuracy, logic of presentation, and/or ease of use;
- Representation of a minority point of view;
- Relevance to the experiences and contributions of diverse populations;
- Artistic presentation and experimentation;
- Quality of illustrations;
- Originality;
- Vitality, readability, or ability to sustain interest;
- Effective characterization;
- Authenticity of historical or social setting;
- Value of resource in relation to its cost.

Electronic resources enhance the library's collection by providing convenient access to expanded and consolidated information. Databases and Internet access enable the library to provide new technologies, which are essential tools for information delivery. All of the above criteria relevant to the selection of materials in traditional formats apply to electronic resources as well. However, because machine-readable formats require nontraditional means of acquisition, storage, and access, some additional criteria will be considered:

- Ease of access and number of access points;

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- Hardware and software requirements, including maintenance;
- Vendor support and contractual requirements;
- Comparison of content with other formats available;
- Networking capabilities;
- Ownership of product;
- Staff training and/or client assistance;
- Cost and availability of the product format.

ACCESS TO THE COLLECTION

The library board considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child (ren), the freedom of others to read or inquire will not be restricted by the library. Only parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing choices of their own minor child (ren). The library does not stand in the place of parents (in loco parentis).

The library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or subject matter will not be sanctioned. Library materials may be sequestered for the purpose of protecting them from damage or theft. The library board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution.

REEVALUATION OF MATERIALS

In order to maintain a balanced collection, the Richland Public Library reflects differing points of view. The presence of an item in the library collection does not indicate library endorsement of a particular belief or an author's point of view.

Recognizing that it serves a varied community with a wide diversity of tastes and convictions, the Richland Public Library welcomes expressions of concern about the contents of items held in its collection. Suggestions from members of the community about the collection or individual items in the collection frequently aid librarians in the ongoing process of collection development. However, library staff is governed by this Materials Selection Policy and the library mission statement in making additions to or deleting items from the collection.

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal request can be put in writing by completing and signing a "Reevaluation of Library

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Materials” form. This request will be handled as specified in the Reevaluation of Materials Procedures.

The Richland Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed based solely on the complaint of obscenity or any other category covered by law until a local court of competent jurisdiction has ruled against the material.

COLLECTION MAINTENANCE

The Richland Public Library will not replace every item that is lost, missing or damaged. The decision to replace will be based on:

- Popularity/usage of the item;
- Coverage of the topic within the collection;
- Validity of the information;
- Availability of the item for replacement;
- Cost of the item;
- Availability of newer materials on the topic.

When material cannot be mended, and it is not possible or cost effective to replace the item, the library may choose to rebind the material. Again, this decision will be based on:

- Popularity/usage of the item;
- Validity of the information;
- Availability/cost of replacing the item.

The Richland Public Library Board of Trustees recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is vested in the library manager who may authorize qualified staff to assist. Such materials will be deemed to have been withdrawn by the library board. Librarians apply the same criteria for withdrawal as they do for selection. The library does not sanction removal of library materials based upon any controversy.

GIFTS, DONATIONS, AND MEMORIALS

The Richland Public Library welcomes gifts and donations of materials from the public. These items may be added to the collection if their addition is considered an enhancement by professional staff following the Selection Criteria of the Collection Development Policy. Items not added to the collection may be sold by the Friends of the Richland Public Library, given to other resources, or discarded. All proceeds from sales support library activities and needs. Once a gift or donation has been accepted it becomes the property of the library and will not be returned. The library will, if

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requested, provide a written acknowledgment of the receipt of gifts. In accordance with IRS regulations, the library leaves the determination of donation/gift values to the donor.

Gifts of non-library items such as portraits or art objects ordinarily will not be accepted. Gifts of personal collections will be evaluated following the criteria of the Collection Development Policy. They will be accepted with the understanding that they will be integrated into the general collection with the library determining location and usage of the materials.

Gifts of funds are always welcome and may be designated as memorials. Large monetary gifts, or gifts in the nature of, but not limited to, land, buildings or other materials that have either a significant monetary, historical or literary value, may be assigned or directed to the Richland Public Library Foundation. The Richland Public Library Foundation Board is a non-profit 501(c)3 organization that was created to support and enhance the Richland Public Library through gifts, grants, bequests or donations.

Adopted by the Richland Public Library Board, November 9, 2004

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ATTACHMENTS

1. "Library Bill of Rights"
2. American Library Association "Freedom to Read Statement"
3. American Library Association "Freedom to View Statement"
4. Washington Library Association "Intellectual Freedom Statement"