



Keizer Community Library

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Collection Development Policy

The Collection Development Policy is written by the Collection Management Committee under the authority provided by Keizer Community Library Policy 3.03 and serves to support the planning and development of library resources and the processes and procedures that keep the collection current. This Committee strives to serve the library community by providing relevant and accessible resources. This policy will help focus the mission of the library into the equitable acquisition of resources and materials that support informational, educational, and recreational use that will appeal to the community's diverse constituency.

Authority

The Collection Development Committee performs its duties under the Collection Management policy outlined in the Keizer Community Library Policy Manual, section 3. The Committee is appointed by the Board of Directors. This committee establishes standards and practices for collection maintenance and upkeep and creates annual goals for development.

Intellectual Freedom

Democracy relies on strong intellectual freedoms. According to the American Library Association Intellectual Freedom is defined as, "the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored." These freedoms are protected by the First Amendment to the U.S. Constitution and Article I of the Oregon Constitution. These freedoms must be considered in the collection acquisitions and planning process. As part of the Collection Development Policy, the library board adopts the following ALA policies:

- 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>

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- Free Access to Libraries Resources and Services for Minors: An Interpretation of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

All materials will be freely and easily accessible to the public. Youth will not be limited to using materials in their age groups. Parents or Guardians are responsible for the minor's access to all materials. The library will not inhibit or limit access to materials based on material content or patron age or any other reason.

Guidelines & Criteria for Selection

Evaluating the Collection: Periodic comprehensive evaluation of the collection will be done at the discretion of the Collection Development Committee or when major events in the library or community would call for a full evaluation. General evaluations will be done annually for the purpose of outlining goals for collection development.

Selection and Purchasing

The Collection Committee will select items for acquisitions considering the following criteria along with the annual collection development goals:

- Community interest
- Popularity
- Languages spoken by Keizer Library patrons at home
- Historic, Artistic, Literary and/or Scientific merit
- Availability in needed format
- Accessibility
- Budget and space considerations

Suggestions from patrons are encouraged and will be considered along with the goals and values of the policy.

Children's and Young Adult Materials

Materials for the Children's collection and the Young Adult collection will fall under the same general selection criteria as listed above. Materials must be suitable in reading level, interest level, and treatment of the subject to the age of the intended audience. The library

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does not support school curriculum such as purchasing textbooks or other school-specific materials.

Non-Print Materials

The library's materials include audio books, DVDs and online tools. As with print materials, when judging the quality of non-print items, several standards may be used. The general selection criteria, as listed, apply to non-print materials as well.

Gifts

Items are donated at the service desk or by arrangement for large donations. Large donations will be screened to ensure the items accepted are in good condition and fit the needs of the community. We do not accept:

- Items that are in poor condition (torn, dirty, moldy, smell of smoke)
- Readers Digest Condensed Books
- Encyclopedias
- Dictionaries
- Serials, including magazines and newspapers
- Textbooks

What happens to rejected donations? If we were not able to turn away the donation then the rejected material is recycled.

We do accept:

We will accept materials that fit the goals of the annual development strategies which may change from year to year. We may also accept donations that don't fit collection criteria but are of use in other ways.

What happens to accepted donations that don't meet collection criteria? If the item meets the criteria for sale to a secondhand bookstore it will be sold for credit to acquire more needed items for the collection.

If the item does not meet any of these criteria it will be boxed for donation to a charitable thrift store or given to local non-profits or Little Free Libraries.

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Preservation, Removal, Replacement, and Maintenance

Periodic weeding of the collection is needed to keep collections relevant and of use to the community. Other maintenance may also be called for. Criteria for withdrawing or replacing lost/damaged materials is decided for each weeding project or case by case based on the current collection goals. Considerations will include age of the item, statistical use during prior years, topical relevance to the community, and condition of the item. Preservation will be based on scarcity or surplus of relevant material in the topic or genre.

Reconsiderations & Suggestions

The library welcomes patrons to voice concerns regarding materials selected or not selected for the collection. Materials whose appropriateness is challenged shall not be removed from the library except upon the recommendation of a reconsideration committee, with the concurrence of the Library Board.

- Challenges may only come from people who reside within the Keizer city limits.
- Only named individuals, not groups, can submit challenges.
- Challenges must be for specific, named library materials.
- We reserve the right to deny requests submitted en masse.
- Patrons who wish to request reconsideration of library materials shall complete and sign the “Request for Reconsideration” form which is available from the Chair of the reconsideration committee.

Special Collections

The library has no special collections.

Commitment to Accessibility

Keizer Community Library recognizes the value and importance of removing barriers to accessing information and is committed to discovering those barriers and dismantling them. Making the library more accessible to one patron makes it more accessible to all. The collection committee also recognizes the importance of holding vendors to the same standards of accessibility and works to ensure that the vendors we work with also have a commitment to removing barriers of access to their services.

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