

Collection Development Policy

COLLECTION DEVELOPMENT

The Cornelius Library Board endorses and supports [the Library Bill of Rights](#), [the Freedom to Read Statement](#), and [the Freedom to View Statement](#). All of these documents have been adopted by the American Library Association Council.

The Collection Development Policy will be periodically reviewed by the Library Director and the Cornelius Library Board to ensure that it is responsive to both the changing goals and objectives of the Cornelius Public Library system and the changing nature of the community.

CORNELIUS PUBLIC LIBRARY MISSION STATEMENT

The mission of the Cornelius Public Library is to provide materials and services to help community residents of all ages and cultural backgrounds to meet their informational, educational, professional, and recreational needs. Materials are collected, organized, and made conveniently accessible in various formats and ability levels. Services are provided in a friendly and timely manner.

Special emphasis is placed on obtaining current, popular materials in various formats, providing information in a cost-efficient manner, stimulating children's interests in and appreciation for reading and learning, and supporting students.

COLLECTION GOALS

Cornelius Public Library will obtain, organize, and make conveniently available to all the people of the community educational, recreational, and informational materials in convenient forms, including print, non-print and electronic. It is the policy of the library to maintain an up-to-date collection of standard works in all fields of knowledge that are of permanent value, plus timely materials on current issues and items in current demand.

Materials will be selected to meet the needs of the entire community, including consideration of the needs of individuals with visual, physical, mental, and learning disabilities. Both the adult and youth collections will serve as supplementary sources for student use.

The Library will strive to meet or exceed the Oregon Library Association standard for "adequacy" in collection development.

The library includes a full range of materials for children, as well as materials on current affairs, consumer research and general adult interests. The collections will be tailored to meet the cultural and format needs of the service population.

RESPONSIBILITY FOR SELECTION

Collection development and the selection of materials is the responsibility of the library staff. In addition, members of the general public are encouraged to submit suggestions for possible library purchases.

PRINCIPLES OF COLLECTION DEVELOPMENT

Any collection development policy must be fairly general, and those responsible must always exercise their knowledge and experience of all library materials and of the community served. They have a professional responsibility to be inclusive, not exclusive in developing materials collections.

Criteria

Each type of material must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet some of the following criteria:

- Appeal to the general and overall interests and needs of individuals in the community.
- Widespread popularity of an author or series.
- Encourages the enjoyment of reading.
- Permanent value as source material or interpretations.
- Vitality and originality of thought.
- Contemporary significance.
- Artistic excellence.
- Accuracy and objectivity.
- Appropriateness to interests and skills of intended audience.
- Skill, competence, and purpose of the author.
- Relations to other materials and existing areas of coverage in order to maintain a diverse collection.
- Technical quality and durability of physical form to library use.
- Price, budget and shelf space constraints.

Reviews

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent staff and other people in specific subject areas will also be used.

Requests

All requests from patrons for specific titles or subject requests will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless it is completely without literary or social value, or the subject in question is already adequately covered by better materials.

Specialized Materials

Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these

materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, the libraries taking cognizance of and avoiding unnecessary duplication in subject areas which are the special prerogative of other community resources. Textbooks are purchased only when the information also serves the general public or is unavailable in other form.

Gifts

Gifts of library materials will be accepted by the library with the understanding that they will be evaluated and treated using the same criteria as purchased materials. Donors may not place any special conditions upon the loan or handling of the items. All donations to the library will be subject to all provisions of this policy pertaining to gifts.

SELECTION PROCESS

The library staff composes an annual collection development statement based on the amount of the materials budget and an analysis of the current state of the collection. After making allocations for individual collections, staff makes selections for purchase based on the above Collection Goals. Other criteria include professional reviews, patron requests and interest to the local community.

REPLACEMENT AND MAINTENANCE

The libraries keep their collections vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance, or no longer in demand.

Replacement of Materials

Items will not automatically be replaced because of loss or damage. Replacement decisions will be based upon:

- Demand for title.
- Number of other copies of the particular title at nearby libraries.
- Existing coverage of the subject/genre in the collection or in other collections in the library.
- Availability of newer (more appropriate, more accurate, or better presented) materials on the subject.

Weeding

Removal from the collections of damaged, lost, or not returned items is continuous. In order to maintain active, up-to-date, useful collections, selectors will periodically examine materials in terms of relevance to user needs and selection criteria. Other factors to be considered will include circulation performance, currency, scope and depth of coverage, popularity, and available shelving space.

ACCESS

Processing and shelving materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item to indicate its point of view or bias. All materials shall

be shelved in their proper order on open shelves, freely and easily accessible to the public, except for irreplaceable or frequently stolen items which may be specially shelved to protect them from theft or damage. The Cornelius Public Library adheres to the Labels and Ratings Systems approved by the American Library Association Council.

The library assures free access to their holdings for all. Users are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Children are not limited to the children's or young adult collections. Responsibility for a child's reading must rest with the parent or guardian, not with the library. Children's reading cannot be monitored in the library; librarians cannot know the maturity of every child nor know every parent's wishes in this area. The library staff does not act in loco parentis with regard to children's use of the library's collections.

STATEMENT OF SPECIFIC CRITERIA IN SELECTED AREAS

Adult Materials

- **FICTION.** The fiction collection provides for the wide range of interests of the general reading public, including classics in the field, titles representing periods of writing and those meeting the popular demand for recreational reading. Books which, taken as a whole, lack literary, artistic, political, or scientific value will be excluded, but no book will be eliminated because of coarse language, or violence, or frank discussion of sexual episodes, any one of which may be objectionable to some people. It is the library's responsibility to protect the rights of mature readers.
- **NONFICTION.** The library acquires materials of both permanent and current popular interest in all subjects, based upon the merits of a work in relation to the needs, interests, and demands of the community. Emphasis is placed on obtaining timely, accurate and useful informational materials that are in demand by our community. The library's goal is to have a diverse collection of both standard and popular titles, with a balance of viewpoints represented in areas of controversy. Each item is evaluated in its entirety and not on the basis of a particular section. Materials are selected for a wide range of reading levels and in a variety of formats.

Juvenile Materials

The Library Director selects both fiction and nonfiction materials on subjects of interest to and within the comprehension of children from preschool through young adult. Specialized review sources are consulted as well as the standard journals.

Non-Book Materials

The library will collect and make available materials for both adults and juveniles in a variety of special formats which may include periodicals, newspapers, compact discs, CD-rom, books-on-tape or compact disc, videocassettes, digital video disc and various electronic and on-line technologies. New formats will be added to the circulating collections as reading or

viewing equipment becomes widely available in our community and quality materials are available at reasonable prices.

- **PERIODICALS AND NEWSPAPERS.** The library will endeavor to provide the most representative periodicals in a wide range of subjects of reference value and recreational interest.
- **MUSICAL RECORDINGS:** The recorded music collection consists of titles in the standard classical repertory, current popular songs, movie scores, Broadway musicals, children's entertainment and music representing worldwide cultures.
- **SPOKEN WORD RECORDINGS:** The recorded spoken word materials will be selected using the same criteria as print materials, with some emphasis on sound quality, durability of format and demand for format.
- **VIDEOCASSETTES AND DIGITAL VIDEO DISCS:** The Cornelius Public Library acquires, makes available, and encourages the use of videocassettes and digital video discs to serve the general informational, educational, and recreational needs of both adults and juveniles. The video collections strive to be popular in nature, and do not contain specialized material for the exclusive use of one particular group. Feature films will be purchased to satisfy the public's need for recreational materials and to serve differing tastes and interests. Classics, well reviewed popular titles, award winners, as well as other broad-based genres will be included. The video collections are designed for the individual viewer and no videocassettes will be eliminated because of coarse language, violence, sexual episodes, or an R rating, any one of which may be objectionable to some people. It is the library's responsibility to protect the rights of mature viewers.
- **ELECTRONIC AND ONLINE RESOURCES:** The library provides a portal to the world of online information via World Wide Web access to the Internet. Librarians will take into consideration the availability and accessibility of information available online when purchasing library materials and may purchase subscriptions to online databases of information, as well as items to be housed within the library.

Non-English Languages

In an attempt to meet the needs of students, teachers, and a large Spanish speaking population in the immediate area, the library strives to maintain a diverse collection of Spanish language children's and adult reading materials, both fiction and non-fiction. Selection of these items is based on availability, popular demand, the quality of the publication and price.

Patron requests and community surveys are used to determine which languages can be included, as well as the availability of materials and of cataloging information.

REQUEST FOR WITHDRAWAL OR ADDITION OF MATERIAL

Whenever any patron objects to the presence or absence of any library material, the complaint will be given serious consideration. All complaints to staff members will be referred immediately to the Library Director who may discuss the matter with the complainant.

If the patron wishes, he/she will be supplied with this Collection Development Policy, including the "Request for Reconsideration of Library Material" form. The Library Director will examine the item in question if it is a request for withdrawal, check reviews, and determine whether it conforms to the standards of the materials selection policy. If it is a request for addition of an item that has not been selected by the library, the Library Director will consider its addition and will write to the complainant giving the reasons for the decision. The Cornelius Library Board will also be notified of the complaint and of the decision.

Materials subject to a request for withdrawal shall not be removed pending final action. If the complainant wishes to appeal the decision, s/he may present the complaint to the Cornelius Library Board for final review by letter or by making prior arrangements to be on the agenda of a Board meeting. The Board will consider the complaint and the staff recommendation and will make the final decision on the appeal.

GIFTS

The libraries will encourage and accept gifts of library materials with the understanding that gifts of materials will be added to the collections only if they meet the same selection criteria that the library uses when purchasing materials. Gifts are considered outright and unrestricted donations to be used in the best interest of the Cornelius Public Library. Donors should not assume that the materials they donate will be added to the collection. Donors who wish to donate only if the item will be added to the collection must consult the Library Director.

Cornelius Public Library employees cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisals be done by a qualified party before bringing donations to the libraries.

Materials donated as bequests and memorials are encouraged. Donors should consult the librarian before purchasing items to insure they are not already in the collections and to be approved as appropriate for the Cornelius Public Library. Memorials will be marked with an appropriate bookplate and notice sent to family members. Monetary donations, bequests, and memorials are encouraged through The Friends of the Library. Donors should consult the Library Director for further information.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

(This form must be filled out completely.)

Which format? Book | Magazine | Other

(In this form "book" is used to refer to any of the various library formats.)

Title _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Phone _____

If you are representing an organization, what is the name of the organization?

1. The entire book should be read before completing this form. Did you do so? _____

If not, what parts did you read? _____

2. To what in the book do you object? (Please attach comments)

3. What is your concern about this book? _____

4. Are you aware of reviews of this book? _____

5. How do you believe this violates the library's selection policy? _____

6. What would you like your library to do about this book?

_____ Return it to the staff for re-evaluation

_____ Other: _____

Explain _____

Do you have suggestions for additions to the collection that would complement or balance this title? _____

GIFTS

The library materials listed on back and/or the attached sheet are given to the Cornelius Public Library freely and unconditionally according to the stated policy.

DONATION FROM:

NAME _____

ADDRESS _____

RECEIVED BY:

NAME _____

DATE _____