Cornelius Public Library

Collection Development Policy

PURPOSE

This policy provides Cornelius Library staff with guidelines for developing and maintaining collections that meet our library goals and objectives.

As with all Oregon public libraries, the Cornelius Public Library is statutorily responsible for "providing and making accessible to all residents … library and information services suitable for persons of all ages." The Library operates under the direction of the Library Director who is accountable to the City Manager and City Council.

OBJECTIVES

The Cornelius Public Library manages multiple collections that are available to the public, that support the library's strategic objectives and enhance our programs and services. Generally, our collections fall within the scope of most public library collections: popular materials and general interest. However, in our diverse community with more than 50% of the population fluent in Spanish, we also maintain a robust Spanish language and cultural collection.

The Cornelius Library is also a member of Washington County Cooperative Library Services (WCCLS) with over 1.7 million items that can be borrowed and returned by any county resident at any of the 16 library locations across the county.

We consider diversity, equity, and inclusion when making decisions about our collections. We strive to select materials that meet the needs of underserved populations and to advocate for policies that improve access to our collections for those who have been excluded by legacy practices.

SELECTION

Cornelius Library Board strives for inclusivity in selecting materials in compliance with [the American Library Association's Freedom to Read Statement,](#) [Library Bill of Rights,](#) and [the Freedom to View Statement](#). We work to represent as many viewpoints as possible, and selection of materials does not mean endorsement of their contents.

Librarians on staff do most of the materials selection. Below are their typical considerations when selecting materials:

- Is the cost reasonable?
- Is the format appropriate for its intended user group(s)?
- Is there demand? (Demand may be found in media coverage, industry data, circulation data, patron requests, and stakeholder requests. We recognize that for community-specific collections, metrics may be different.)
- Is title or format being selected to meet community-specific needs (people who speak language commonly found in our community, educators, childcare providers, etc.)?
- If the work is intended to meet community-specific needs, was it created by someone who belongs to that group?
- Is the title broadly available and easy to replace?

- Does this title help complete a popular series?
- Is this title inclusive in both authorship and content, making it relevant to our community?
- Has this title been reviewed in the media or industry publications?
- Does this title cover a topic of interest for a specific age group?
- Are the contents of the material current, relevant, and accurate?
- Does the title have local significance?
- Has the title received or been nominated for a major award or prize?
- Does the title help expand one of our non-English language collections?

MAINTENANCE

Cornelius Library staff perform regular evaluations to ensure that our collections are meeting the needs of our community. Based on these evaluations, we may shift resources from one collection to another, establish a new collection, or deselect materials to maintain existing collections. Librarians consider the following factors when de-selecting materials:

- Is usage low or declining in relation to other items or collections?
- Does an item or collection lack currency, relevance, or accuracy?
- Is a format no longer supported, no longer in demand, or difficult to maintain?
- Do we have enough physical space?
- Is the item in good physical condition?
- Is the content or collection still current, relevant, and accurate?

Cornelius values stewardship and sustainability, so all physical materials are given a second life through repurposing when possible. Materials that are not in a usable condition are donated to the Friends of the Library for their used book sales, of which, revenue is directly spent on library programs and supplies.

PUBLIC INQUIRIES & RECONSIDERATION

Because the Cornelius Library strives to provide materials of interest to all people in our community, patrons may at times disagree with the inclusion or the absence of a particular title in our collections. Members of the public may reach out to the Cornelius Library at any time with questions, comments, or suggestions. Formal requests to remove, relocate, or recategorize a title or resource can be submitted using the Request for Reconsideration Form (Appendix E).

Initial inquiries will be addressed by the librarian who works with the collection at issue and the Library Director. If an acceptable outcome cannot be reached, the patron's concerns will be escalated to the Library Advisory Board, who is appointed by the Cornelius Mayor and City Council and who may make a final decision on reconsideration.

APPENDIX A: E-CONTENT

Definition of the Collection

E-content is defined as digital titles for reading, listening, and viewing that are delivered through third-party platforms optimized for digital formats. E-content includes downloadable and streaming versions of e-books, audiobooks, and video. Cornelius primarily purchases e-books to add to Kindles that check out. Titles are popular adult fiction and non-fiction or those selected annually for the Oregon Battle of the Books (OBOB).

WCCLS collects and provides access to over 100,000 e-books, almost 50,000 audio books and 170,000 downloadable videos via the shared web catalog. WCCLS prioritizes popular materials for these collections. Digital titles specific to reference, research, and learning platforms are not considered e-content, but available via their web page in Online Resources.

Collection Management

The Countywide Collections Team at WCCLS manages the e-content collection. When necessary, WCCLS will seek input from cooperative committees and member libraries regarding e-content.

WCCLS contracts with third-party vendors that provide platforms for delivering e-content to cardholders. When possible, the Countywide Collections Team actively manages the selection, renewal, and deselection of e-content titles. However, some vendors provide their collections "as is," which means WCCLS and its staff can provide feedback to the vendor about its collection but cannot manage individual titles.

Access

All library cardholders have access to WCCLS E-Content collections. Access may be blocked when a library card has expired or if a library card is being used in a way that violates terms of agreement between WCCLS and its vendors.

APPENDIX B: PHYSICAL COLLECTIONS FOR THE PUBLIC

Definition of Collection

Cornelius Library physical collections for the public are defined as physical items for reading, listening, and viewing that are visible in the WCCLS catalog and made available to library cardholders. This includes books, audio and visual media, and technology devices. The library includes a full range of material for children, popular material, standard works in all fields of knowledge, as well as material on current affairs, consumer research and general adult interests. The collections are tailored to meet the cultural and format needs of our community.

Collection Management

The Collection Team manages the selection and deselection of materials for our physical collections.

Approved by the Library Advisory Board 9/02/21; by City Council xx/xx/22

APPENDIX C: PROFESSIONAL COLLECTION FOR LIBRARY STAFF

Definition of Collection

The Cornelius Library's professional collections for library staff are defined as items for library programs, events, services, and staff development. This definition can include books, media, equipment, and kits that are not generally available in the public catalog. These materials may be used at public events, but they are not available for cardholders to borrow.

Collection Management

Library staff manage the selection and deselection of materials for the professional collection based on their expertise.

These collections fall outside the scope of a popular materials collection, and generally staff consider the following when selecting materials for the professional collection:

- Are the materials age-appropriate for the group being served?
- Do the materials reflect the diverse experiences of our community?
- Have the materials been recommended by other library staff?
- Are the materials durable and of high quality?
- Do the materials have practical application for staff and users?
- Are the materials or information available elsewhere?

APPENDIX D: REQUEST FOR RECONSIDERATION FORM

Patrons will find a wide variety of viewpoints reflected in Cornelius Library collections. At times, some community members may have a concern about the inclusion or the absence of a particular title in those collections. Community members may reach out to the Cornelius Library at any time with questions, comments, or suggestions. Formal requests to remove, relocate, or recategorize a Cornelius Library item or resource shall be considered within the context of the Collection Development Policy.

Initial inquiries will be addressed by the librarians who work with the collection at issue and the Library Director. If an acceptable outcome cannot be reached, the community member's concerns will be escalated to the Library Advisory Board who is appointed by the Cornelius Mayor and City Council and who may make a final decision on reconsideration.

Before filling out this form, please answer these questions to determine whether to proceed with this process:

1. I have read the complete Cornelius Public Library Collection Development Policy.   **Y/N**
2. I live in the City of Cornelius and/or I am eligible for a WCCLS library card.   **Y/N**
3. My request relates to an item/resource owned directly by the Cornelius Public Library.   **Y/N**
4. I understand that my submission (comments only, not my personal information) will be logged with the State Library of Oregon and the American Library Association's Office of Intellectual Freedom.
Initial here: _____
5. I understand that my submission (my name and comments only) will enter the public record and may be disclosed at the public review of this request by the Library Advisory Board and Cornelius City Council.   **Initial here: _____**

If you answered Yes to statements 1-3 and initialed statements 4-5, you may submit this form. If not, please contact the library for assistance. Incomplete forms will not be accepted.

YOUR INFORMATION

Name: _____

Library card number (optional): _____

Phone: _____

Email (optional): _____

Address: _____

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ITEM/RESOURCE INFORMATION

Format:
- ☐ Book
- ☐ DVD/Blu-ray
- ☐ Book on CD/Audiobook
- ☐ Kit
- ☐ E-book
- ☐ Other: _____

Title: _____

Author/Artist/Producer: _____

ISBN (if available): _____

What is your specific request?
- ☐ Remove from the collection
- ☐ Move to a different collection or display
- ☐ Reclassify or relabel
- ☐ Other: _____

What brought this resource to your attention? _____

Did you read/view/listen to the entire work? _____

What concerns you about the resource? Please cite specific sections (pages, timestamps, URLs, etc.).
_____

Are there resources you suggest to provide additional information and/or other viewpoints on this topic? _____

Do you represent yourself or an organization? _____

Name of organization: _____

_____
Signature & date