

# SCAPPOOSE PUBLIC LIBRARY DISTRICT MATERIAL SELECTION POLICY

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**June 2019**

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## **I. LIBRARY MISSION STATEMENT**

The purpose of the Scappoose Public Library is to serve the informational, educational, cultural, and recreational needs of the public in a welcoming environment.

## **II. SCOPE AND GOALS OF THE COLLECTION**

Scappoose Oregon is a growing small town near Portland, Oregon. Two population groups show significant presence in Scappoose: Households with members under 18 (32% of households) and households with individuals 65 and over (25% of households). 75% of housing is owner occupied which shows community stability. The city's median age has declined in the past 10 years from 43.1 to 41.4 years and there is a new high tech manufacturing center in the city occupied by international companies and universities.

The Scappoose Public Library provides a dynamic collection which reflects the community's needs, interests, local standards, and diversity and is available in appropriate formats. Emphasis is placed on current, popular materials, providing information in a cost efficient manner, stimulating children's interest in education and reading, and supporting local students.

## **III. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY**

The intent of this document is to provide for public understanding of the purpose and nature of the library collection and to give guidance and direction to library staff for collection development and maintenance.

This policy will be periodically reviewed by the Director, Library Staff, and Library Board in order to be responsive to the changing goals and responsibilities of the Scappoose Public Library and the changing nature of the community.

## **IV. COLLECTION POLICY OBJECTIVES**

The development of the library collection is based on responsiveness to the changing needs of the community. While a single standard cannot be applied to each potential item added to the collection, materials are judged by appropriate criteria.

The library has a responsibility to protect the rights of readers and to be inclusive of all members of the community. All cardholders, regardless of age, have the right to access all materials in the library and to borrow any circulating item. Parents and legal guardians are responsible for monitoring the use of library materials by their children. Selection of library materials for adults is not limited by the possibility that children may come in contact with them. The library does not act *in loco parentis*. The library will not release circulation records or personal information of library patrons.

The library believes in the Library Bill of Rights and The Freedom to Read. Those documents are an appendix to this policy.

## **V. SELECTION RESPONSIBILITY**

Overall selection responsibility within this Materials Selection Policy is vested in the library director. The director may authorize members of the staff to assist with the selection. Suggestions from the public are welcomed and given serious consideration within policy guidelines. Final decision for selection rests with the library director.

## **VI. SELECTION PROCESS**

Criteria to be considered in adding specific materials to the collection (including gifts) to the collection include, but are not limited to:

- collection objectives
- existing subject coverage
- evaluation in review media
- receipt of or nomination for recognized awards and prizes
- community needs, interests, and demands
- popularity
- timeliness
- current of historical significance of author or subject
- diversity of viewpoint
- creativity and historic importance
- quality of production

Items selected must meet one or more of these criteria, but not every item that meets one or more of them will be selected. Reviews in nationally recognized periodicals and newspapers, standard bibliographies, book lists by recognized authorities, and the advice of competent staff and patron suggestions will also be used.

Materials which, taken as a whole, lack literary, artistic, scientific, or cultural value may be excluded, but no material will be eliminated because of coarse language, violence, depiction of sexual episodes, or other things any one of which may be objectionable to an individual.

## **VII. COLLECTION MAINTAINANCE**

The collection receives ongoing evaluation and weeding to keep it accurate, current, and in good physical condition. The library will weed all collections within a two year cycle. Criteria for weeding are use, physical condition, currency, accuracy, scope, and duplication. Care is taken to avoid weeding classic works in literature or a subject area. Items of a local or regional historic value are always retained.

## VIII. GIFTS POLICY

Scappoose Public Library accepts gifts of materials in all formats. Gifts of money for purchase of library materials are also gratefully accepted. Gifts are added to the collection using the same criteria as purchased items. The library reserves the right to dispose of gift items through the Friends of Scappoose Library book sales, donation to other nonprofit institutions, or recycling.

## IX. SPECIAL COLLECTIONS

The library has three special collections which relate to areas of local history. These collections are:

- **Columbia County History:** This collection consists of items related to the history of Columbia County Oregon. It does not circulate, but may be used in the library
- **Oregon History:** This collection consists of items relating to the history of Oregon. Some of it circulates; some must be used in the library.
- **Watts Collection:** This is a collection of some of the books owned by the first librarian of Scappoose who had a private, publically available collection of books. These books are stored in a special location which is inaccessible to the public, but may be requested for use in the library.

## X. LIMITS ON THE COLLECTION

The collection provides standard, informative works for the lay public in the areas of law, medicine, science, business, and other fields. It is not meant to be an in-depth research library or a research library for college course work. Materials not owned by the library but wanted by a patron may be available on a limited basis through interlibrary loan.

Textbooks are generally not purchased. Textbooks continually change and are quite expensive for a library with a very limited budget. Locally used textbooks are available at the local schools.

Formats purchased may change as technology changes.

## XI. RECONSIDERATION OF LIBRARY MATERIALS

The library strives to provide books and other materials for the interest and entertainment of all the people in our community. We realize there may be disagreements on the merit of a specific item. Recognizing that citizens have the right to question library decisions, this procedure will be followed

- If the individual is seeking information about why the item has been selected, the matter will be handled by professional selection staff. Such a request is an opportunity to explain the library mission and the guarantee of freedom to read under the First Amendment to the US Constitution.
- If the individual objects to the material being available and wishes to have the material removed from the library, the individual will be furnished with the "Request for Reconsideration of Library Materials" form which must be filled out completely before the item will be reconsidered. The material under reconsideration will remain in the collection until a final decision is made.

A committee of library staff and patrons will convene to review the item in question. The review will address concerns raised on the completed "Request for Reconsideration of Library Materials" form. This committee review will be initiated within 10 days of the receipt of the Reconsideration Form. After committee review, the library director will communicate the response of the committee to the person making the Reconsideration Request.

If the individual wishes to contest this committee decision, a committee consisting of a selector, the library director, and a library board member will examine the item in question and consider the comments on the Reconsideration Request. The committee will examine professional reviews of the item in question and determine if it conforms to the guidelines in this collection development document. This review must be completed within 60 days. Based on the written recommendation of the committee, the director will decide to retain or withdraw the material in question and will provide a written response giving the reasons for the decision.

If the individual wishes to contest the library director's decision, the Reconsideration Request will be forwarded to the Library Board as an agenda item for its next regularly scheduled meeting. The library director will arrange for the requestor to attend the board meeting. The Library Board will consider the requester's statement as well as the library director's recommendation. The Library Board will make its decision based on the policy as stated in the Materials Selection Policy and the procedures outlined in that policy.

## **XII. POLICY IMPLEMENTATION, EVALUATION, AND REVISION**

This policy shall be implemented by approval by the Scappoose Public Library District Board. This policy shall be evaluated and revised every two years or as needed by the director in consultation with the Library Board.

Approved by the board of the Scappoose Public Library July 2019

## **Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

**(/offices/oif)**

# *Library Bill of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;  
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## Scappoose Public Library Request for Reconsideration of Material Form

The trustees of Scappoose Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Scappoose Public Library 52469 SE Second Street Scappoose, Oregon 97056

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Do you represent self?  Or an organization?  Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)

Magazine

Digital Resource

Newspaper

Movie

Audio Recording

Game

Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_  
\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_  
\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_  
\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_  
\_\_\_\_\_

## AMERICAN LIBRARY ASSOCIATION

### THE FREEDOM TO READ STATEMENT

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

#### *First Amendment of the Bill of Rights to the United States Constitution*

**CONGRESS SHALL MAKE NO LAW RESPECTING AN ESTABLISHMENT OF RELIGION, OR PROHIBITING THE FREE EXERCISE THEREOF; OR ABRIDGING THE FREEDOM OF SPEECH, OR OF THE PRESS; OR THE RIGHT OF THE PEOPLE PEACEABLY TO ASSEMBLE, AND TO PETITION THE GOVERNMENT FOR A REDRESS OF GRIEVANCES.**

*The Bill of Rights to the U.S. Constitution was ratified on December 15, 1791*

Endorsed by the Board of Library Trustees: August 24, 2009, October 22, 2012, August 22, 2016