

# SCAPPOOSE PUBLIC LIBRARY DISTRICT MATERIAL SELECTION POLICY

---

**June 2019**

- I. Mission Statement
- II. Scope of the Collection/Needs & Services Defined
- III. Purpose of the Collection Development Policy
- IV. Collection Policy Objectives
- V. Selection Responsibility
- VI. Selection Process
- VII. Collection Maintenance
- VIII. Gifts Policy
- IX. Special Collections
  - a. Scappoose History
  - b. Watts Collection
  - c. Oregon History
- X. Limits on the Collection
- XI. Reconsideration of Library Materials
- XII. Policy Implementation, Evaluation, and Revision

Appendices:

- A. Library Bill of Rights
- B. The Freedom to Read Statement
- C. The Freedom to View Statement
- D. Request for Library Material Reconsideration Form

## **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