



ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-3	
TITLE: Collection Development		ORDER #: 23-019	
DEPT: Library			
ADOPTED: 12/14/2022	REVIEWED: TBD	REVISED: TBD	

1. PURPOSE/OBJECTIVE:

- 1.1 The Tillamook County Library Collection Development Policy guides librarians and provides the public with information about the principles upon which selections are made. A policy cannot replace the collection development judgment of librarians but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.
- 1.2 Anticipating the community's interests and needs, observing their responses to innovations, and acting quickly in response to these needs will serve as the underlying framework for materials selection and practices. Operating as good stewards of the public's tax dollars requires constant re-evaluation of current distribution and selection plans, as library staff evaluates and implements alternative, cost-effective ways to provide services, aligning resources to demand.
- 1.3 The primary purpose of the Tillamook County Library is to meet the informational, educational, cultural, and recreational needs of all the communities it serves. The library subscribes to the principle that the freedom to read is essential to our democracy, and that free communication is essential to the preservation of a free society. To ensure free communication and the rights of the residents of Tillamook County to a broad range of ideas and concepts, the library endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement.
- 1.4 The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the "Library Bill of Rights," and which is approved by the appropriate governing authority

2. APPLICABILITY:

- 2.1 This policy applies to all library materials. The word "materials" as it may occur in the policy has the widest possible meaning; hence, it is implicit in this policy that every form of permanent record is to be included, whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. Also included are audio books, films, music, and on-line sources. "Selection" refers to the decision that must be

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made either to add a given item to the collection or to retain one already in the collection

3. POLICY:

3.1 Material Selection

3.1.1 Tillamook County Library strives to purchase materials that meet public demand. It is important to note, often popular movies or series on streaming platforms are not available for purchase in DVD format.

3.1.2 Tillamook County Library is a member of a library consortium. This consortium includes Newport Public Library, Driftwood Public Library, and Tillamook County Library. The staff at Tillamook County Library do not have control over the items in the collections at Newport or Driftwood Public Libraries. Also, Tillamook County Library offers digital resources such as Hoopla for patrons to have access to electronic materials. The companies we contract with for the digital resources do not allow libraries to control the titles that are in the electronic packages.

3.2 Collection Maintenance

3.2.1 Maintenance of the library's collection through constant evaluation by the librarians ensures its usefulness and relevance to the community. This evaluation relies on the staff's professional expertise to assess the content of the collection and the ever-changing needs of the community. Library materials may be discarded for any of the following reasons:

- Obsolescence: the material is no longer timely, accurate, or relevant
- Damaged or poor condition
- Space limitations
- Number of copies in the collection
- Insufficient use or lack of patron demand
- Availability in other collections

3.2.2 It is the responsibility of the librarians to assess the need for replacing material that is damaged, withdrawn or otherwise lost from the collection. This decision may be influenced by popular interest, adequacy of coverage in the subject area, the number of other copies in the library system, significance, cost, and availability

3.2.3 It is the responsibility of Librarian staff to determine how an item is categorized and where it will be shelved in the library, and at which branch.

3.2.4 Items that have become historically significant, assumed reference value, or increased dramatically in monetary value may be considered for inclusion in special collections or sent to archives for "on-demand" retrieval.

3.2.5 Resources that no longer meet expectations for the collection are discarded. They may then be declared surplus in accordance with library policies and:

- Recycled and Repurposed
- Repurposed through entities such as Better World Books

3.2.6 Materials that have been donated to the library but have not been added to the collection may be disposed of as the librarian sees fit.

3.3 Cooperative Agreements

- 3.3.1 Tillamook County Library recognizes that it cannot provide everything that its patrons request within its own collection of resources. Therefore, the library is committed to the cooperation and sharing of resources among libraries and other agencies that acquire, house, and make information and materials accessible. The library supports cooperative use agreements that span library district and agency lines, thus allowing users access to the broadest array of resources and information. The library also participates in local and regional consortia that facilitate purchasing and access to a variety of digital resources and services.
- 3.3.2 Tillamook County Library supports cooperative collection development activities when feasible as a means of providing the best access to the most information for the most people. In addition, the library offers Interlibrary Loan as a means of providing access to specialized, out-of-print, and other materials not acquired. Requests for materials not in the library's collection are considered for purchase and may be purchased if the material meets the library's mission and falls within budget constraints. The library is committed to building a collection of resources that responds to and is capable of filling most of its patrons' needs.

3.4 Materials Reconsideration

- 3.4.1 Challenged materials that meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The "Library Bill of Rights" states in Article I, that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation" and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a fine and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure. Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.
- 3.4.2 Tillamook County Library will respond to patron complaints. Patrons may request that library materials be re-evaluated with reference to the library's selection criteria. Patrons will be asked to complete a "Request for Reconsideration of Library Materials" form when filing their objection.
- 3.4.3 The library reports all challenges to materials to the Oregon Intellectual Freedom Clearinghouse, a project of the Center for the Book at the Oregon State Library. The Clearinghouse collects reports about challenges against all types of library materials in all types of Oregon libraries to document the level of censorship attempts in Oregon. An Annual Report of the Oregon Intellectual Freedom Clearinghouse is produced and released during September of each year. While the Oregon Intellectual Freedom Clearinghouse cooperates with other persons and groups concerned with intellectual freedom or related issues, it is intended that the Clearinghouse be an unbiased information resource.

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- 3.4.4 Suggestions and donations from people in the community are accepted and are given serious consideration. All material added to the collection by suggestion or gift must meet the same criteria as originally used in choosing items.
- 3.4.5 If there is concern about a specific item in the library's collection a Request for Reconsideration of the Library Materials form may be downloaded or requested from the staff at any branch of the Tillamook County Library. To submit a form, it must come from an individual, not a group, and the patron must have a Tillamook County Library card and reside in Tillamook County Library's service area. This form should be filled out and either returned to a staff member or mailed to the Library Director or designated alternate.
- 3.4.6 The procedure for reconsideration of material is as follows:
1. The patron seeking reconsideration of a work receives a copy of the Tillamook County Library's Collection Development Policy and a Request for Reconsideration of Library Materials form. Forms are available online and at all physical library locations.
 2. The patron seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of the library material.
 3. The patron may submit the Request for Reconsideration of Library Material form at any Tillamook County location. The form may also be mailed to:
Tillamook County Library
Attn: Library Director
1716 3rd Street
Tillamook, OR 97141
 4. Acknowledgment of the complaint will be sent in a timely manner with a formal response to follow.
 5. A formal response will be issued by the Library Director's Office.
- 3.4.7 The material under reconsideration will remain available for circulation during this process.