



# LIBRARY POLICY

## COLLECTION DEVELOPMENT POLICY

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### INTRODUCTION:

A library collection development policy defines a library's user community, guides the selection of materials pertinent to the needs of the library's users, and codifies the procedures for maintaining the collection. Materials available in the Library represent a variety of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The purpose of the Tualatin Public Library collection is to provide popular materials and to provide for the informational, educational, and recreational needs of adults, teens, and children.

The Library's collection is a key part of service to the community, consisting of approximately 30,000 residents of the City of Tualatin and adjacent areas. As part of the Washington County Cooperative Library Services (WCCLS), the Tualatin Library serves patrons through our local collection and through shared resources in the county.

Tualatin Public Library's mission is to empower and enrich our community through learning, discovery, and interaction. Through our collection, Tualatin Library serves the varied needs and interests of our users. We affirm that we serve everyone in our community, and we strive for a collection that celebrates the humanity of all cultures and backgrounds.

Tualatin Library's collection development practices support the Library's mission and goals in the following ways:

- A. Provide materials that support the cultural, informational, recreational, and educational needs of the community.
- B. Provide access to an inclusive spectrum of viewpoints, ideas, and creative expression. Provide informational and educational materials that are relevant and timely.
- C. Provide materials for developing reading habits and skills.
- D. Provide materials in Spanish that serve the needs and interests of Latino residents.
- E. Provide technology and science learning materials for at-home and in-library use.

The Library strives to meet these needs in the following ways:

- A. Selection of materials for the Library's collection.

- B. Knowledge of materials available through WCCLS and its member libraries.
- C. Participation in Interlibrary Loan services.

## **SELECTION POLICIES**

The collection development budget is considered annually and adjusted according to collection usage patterns and circulation trends.

In general, criteria for selection include the following (in no particular order). An item need not meet all these criteria to be added to the collection:

- contemporary significance or popular interest
- public demand, topics of local interest
- accuracy and currency of information
- relevance to current trends or events
- relation to the existing local and WCCLS collections
- physical design suitable for library use
- reputation and qualifications of author or publisher
- budget and space limitations
- positive critiques and reviews in professional sources.

For various collection areas, criteria may be unique to the format and/or intended age of the intended patron. While most materials are acquired in English, Tualatin Library purchases some items in Spanish to serve the local community.

Materials are generally purchased through vendors with which the Library has established relationships for both purchasing and some processing of materials. These relationships are made with the intention of maintaining good management of city funds and efficient use of staff time. Lack of availability from preferred vendors does not automatically exclude an item from selection; alternatives will be considered during the selection process.

The Library welcomes patron suggestions for additions to the collection. Purchase suggestions must meet general selection criteria.

Donations to the Library may or may not be added to the collection at Library staff discretion. Donations will be considered for inclusion because of high demand, local relevance, physical condition, and other factors, including general selection criteria. Donated items not added to the collection will be given to the Friends of the Tualatin Library unless other arrangements have been made in advance.

Selection of electronic resources, including but not limited to e-books and streaming movies, are made by WCCLS, following the [WCCLS Collection Development Policy](#).

## **INTELLECTUAL FREEDOM**

Tualatin Library upholds the ideals of intellectual freedom, including the *Library Bill of Rights*, and the American Library Association's *Freedom to Read Statement* and *Freedom to View Statement*. These documents are appended to this policy.

Tualatin Library supports the right of individuals to access information. Selection of materials is not made on the basis of anticipated approval or disapproval by individual members of the community, but on the basis of the principles and guidelines stated in this policy. Inclusion of an item in the Library's collection is not an endorsement of the author, publisher, or subject matter.

All cardholders, regardless of age, have the right to access all materials in the Library and to borrow any circulating item. The Library does not act *in loco parentis*. Parents and legal guardians are responsible for monitoring the use of library materials by their children.

## **MAINTENANCE AND RETENTION OF MATERIALS**

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, repurchased, or withdrawn from the collection at the discretion of Library staff.

Criteria for withdrawing an item include (in no particular order):

- insufficient use or lack of patron demand
- information that is no longer timely, accurate, or relevant
- physical condition or format is no longer suitable for library use
- duplicate copies are available locally or throughout WCCLS
- little or no relevance to current trends and events
- space limitations.

Withdrawn materials may be donated to the Friends of the Tualatin Library or other community partners, used for outreach purposes, destroyed, or recycled.

## **STAFF RESPONSIBILITIES**

Authority and responsibility for selection of Library materials rests with the Library Director. Designated Library staff, under the guidance of the Public Services Supervisor, participate in collection development, access, and maintenance in the following ways:

- Engaging in open communication with patrons and colleagues.

- Continuously maintaining and improving competencies in providing accurate reference and reader's advisory services.
- Handling all requests equitably.
- Working in partnership with colleagues to anticipate, understand, and respond to patron needs.
- Seeking to understand and respond to changes in the community, as well as societal and technological changes.
- Striving to balance individual and community needs.
- Seeking continuous improvement through ongoing measurement and assessment.

### **CONCERNS ABOUT LIBRARY MATERIALS**

Tualatin Library users with concerns about the inclusion, categorization, or exclusion of an item from the collection are encouraged to discuss their concerns with Library staff.

Requests to remove or reassign materials from the Tualatin Public Library collection shall be considered within the context of the principles affirmed in this policy. A formal process of objection may be handled through completing a Statement of Concern About Library Materials Form (available upon request), which will be reviewed and responded to by the Library Director and/or designees within 30 days. The request will be reviewed by the Library Director and staff in relation to the Library's mission statement and selection criteria in this policy. The item in question will remain available in the collection during the reconsideration process.

Upon receipt of the Library's response, patrons may appeal to the Tualatin Library Advisory Committee for further review.

### **APPENDIX:**

[The Library Bill of Rights](#)

[The Freedom to Read statement](#)

[The Freedom to View statement](#)

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee May 2018; updated March 2023.

