

## **8. COLLECTION DEVELOPMENT POLICY**

**Adopted – 12/17/2020**

**Amendment – 2/20/2022**

### **8.1. Purpose**

The Collection Development Policy, approved by the CPL Board of Directors, outlines the philosophies that create and shape the Curry Public Library's collections, the practices that maintain them over time and the guidelines that help the collections respond to community needs while protecting the collections from societal and political pressures. The Collection Development Policy ensures that over time, the Curry Public Library's collections will remain on course, reflecting the needs of the community, while creating unique experiences of meaning and inspiration for the individual customer.

### **8.2. Philosophy and Scope of the Collection**

Curry Public Library collects materials, in a variety of popular formats, which support its function as a major information source for the region. The collection serves the general educational interest, recreational, and entertainment needs of the public, and represents a diversity of racial, ethnic, and cultural perspectives.

Interest, usage, space constraints, and cultural and historical value are the most powerful influences on the Library's collection. The other driving force is the Library's strategic plan. The Library collects to the research level in the areas of local history and literature.

Inherent in the collection development philosophy is an appreciation for each customer of Curry Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. Curry Public Library does not intrude on that relationship.

### **8.3. Scope of the General Collection**

The General Collection contains the core fiction and nonfiction collections for the Library and includes material of an enduring nature as well as current-interest materials. These collections include information in multiple formats (book, large print, disc, periodical, and mixed media) and represent diverse viewpoints and interests. All items in the general collection circulate according to rules agreed upon by the Coastline library directors. This policy does not apply to original artwork.

Areas of focus in the general adult non-fiction collection include:

- Cookbooks
- Travel
- Local history

Areas of focus in the general adult fiction collection include:

- Popular fiction and mystery
- Paranormal romance mass-market paperbacks
- Local authors
- Classics

Areas of focus in the youth collections include:

- Award winning picture books
- Award winning novels for middle readers
- Award winning and popular graphic novels
- Engaging non-fiction
- High-demand teen fiction

#### **8.4. Scope of the Online Digital Collections**

The online digital collections represent the diverse viewpoints and interests of the entire community the Library serves. The online collection is primary subscription based, and not curated by library staff (i.e. Library2Go provided through the Oregon Digital Library Consortium and the Gale databases provided by the State Library). This collection evolves as new formats, products, and platforms become available. This collection may include research and learning databases, eBooks, and other downloadable and streaming media.

#### **8.5. Scope of the Special Collections**

Curry Public Library collects to the research level original and secondary materials in a variety of formats in the areas of:

- the history and creative writing of Curry County, and the broader region of northern California, Oregon, and the Pacific.
- the history of Curry Public Library.

#### **8.6. Selection Criteria**

Library staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing

#### **8.7. Recommendations**

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria.

#### **8.8. Requests for Reconsideration**

Curry Public Library selects material using established criteria and full consideration of the varying age groups and backgrounds of library users. Requests for removal of items from the collection may be made using a formal procedure outlined in Appendix 3.

## **8.9. Collection Management**

*Philosophy of Collection Management:* The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of the library facility, and the holdings of other Coastline libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

*Responsibility for Collection Management:* The final authority for the Library collection rests with the Library Board of Directors. Implementation of collection development policy and management of the collection is assigned to the library director. The Curry Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Curry Public Library serve as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

*Criteria for Weeding and Withdrawal:* The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere

In addition, staff use the following guidelines for the withdrawal of items from special collections:

- Curatorial or environmental requirements exceed the resources of the Library
- Legal restrictions, possession of valid title and the donor's intent
- Relevance to the scope of the special collections

When a statement of a donor's preferences accompanies an acquisition, any departure from it is carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures. All items proposed for withdrawal from special collections will be reviewed and approved for withdrawal by the library board of directors. Library staff will document the disposition of the materials.

## **8.10. Gifts**

The Curry Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff and board of directors make all decisions as to the use, housing and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

### **Appendix 1: Statements Endorsed by the Library Board of Directors**

The American Library Association Library Bill of Rights.

### **Appendix 2: Special Collections**

*The Oregon Collection:* Curry Public Library's Oregon Collection encompasses source materials on the history, art, and creative writing of Curry County, and when relevant, the broader region of northern California and Oregon. Materials include:

- Curry County newspapers: complete series of the *Wedderburn Radium*, the *Curry County Reporter*, and *Curry Coastal Pilot* in various formats (print, film, digital).
- Genealogy: books, periodicals, charts, cemetery, mortuary, tax, probate, census, and vital records related to family history and genealogy in Curry County.
- Yearbooks: yearbooks for Central Curry School District.
- Maps: selected maps showing the history and development of Curry County.
- Photographs: original negatives, photographic and digital images showing the history of Curry County.
- Subject files: research files on Curry County history assembled by librarians and local historians.
- Scrapbooks and Manuscripts: selected materials documenting the history and literary life of Curry County.
- Non-fiction books and pamphlets: print materials providing historical information on Curry County and the adjacent region, including all known editions directly addressing Curry County history.
- Fiction books and pamphlets: print materials written by local and regional authors and works from beyond the region that creatively portray the region.

*Curry Public Library Archives:* The Curry Public Library Archives include scrapbooks, photographs, correspondence, and business records of Curry Public Library and its various antecedents.

### **Appendix 3: Procedure for Request for Reconsideration**

Library patrons requesting reconsideration and removal of items in the collection may submit the reconsideration form below. Staff will review the request in relation to the Library's mission and selection criteria. The Library Director will reply to the request within thirty days. The item in question will not be removed from the shelf during the reconsideration process. All requests for reconsideration will be reported to the State Library of Oregon's Intellectual Freedom Clearinghouse (OIFC).

**CURRY PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY OR INSTRUCTIONAL MATERIAL**

*In order for your challenge to be processed, you must respond fully and completely to all the following questions.*

**Contact Information**

Request Initiated by:

Telephone #:

Email address:

Mailing Address:

**Item to be Reconsidered**

Type of Material:

Title:

Author:

Copyright:

**Reconsideration Request Details:**

1. Did you read or view all the material?  Yes  No

If not, your challenge will be dismissed; consequently, you may want to delay completing this form until you have read the material. If you have read or viewed it, please summarize it.

2. Have you discussed this material with library staff?  Yes  No Date of discussion:

3. Explain the purpose of this material as you understand it. Does the general purpose of the material, as described by library staff and the library collection development policy, seem suitable to you?  Yes  No  
If not, please explain. (Feel free to attach additional information related to the material.)

4. Please cite page numbers or location and specific information in the material to support your objections.

5. How has this material been assessed by others who have read it (particularly librarians, educators, or professional book reviews)? Please identify the names or sources of the reviewers you identify.

6. How do you perceive readers would be affected by this material?

7. In its place, what material of equal quality would you recommend?

8. What would you like the library to do about this material?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_