

COLLECTION DEVELOPMENT POLICY

Collection Development Goals

Create and maintain an easily accessible collection which educates, entertains, challenges, empowers and responds to the needs and interests of a dynamic community.

Collection Development Authority

Primary responsibility for selection of material lies with the Library Director, with appeal to the Library Board. Day to day selection of material will be delegated to the Youth, Children's and Adult Services Librarians or other staff as assigned.

Principles of Collection Development

The library's collection will include material on most subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community. Each type of material must be considered in terms of its own merit and considered as a whole, not by selected passages or portions. To develop and maintain a diverse collection, items that represent minority viewpoints, opinions and perspectives will be included. Library materials shall not be excluded because of the political, social or religious views of the author or artist or due to characteristics that make them part of a protected class under Federal or Oregon state law. (More information: http://www.oregon.gov/boli/CRD/pages/c_crprotoc.aspx). Selectors consider prospective additions to the collection based on the selection criteria regardless of their personal taste. These standards apply equally to purchased and donated materials.

Reviews

Reviews in professionally recognized publications are a primary source for materials selection. Examples of such sources include *Booklist*, *Library Journal*, *Publisher's Weekly*, and *School Library Journal*. Other sources, including recommended title lists, newspaper reviews, or expert recommendations may be used.

Criteria (no priority implied)

- Item meets or anticipates the needs and interests of the community.
- Item appears on bestseller lists or is highlighted by popular media.
- Popular appeal of an author or series.
- Encourages the enjoyment of reading.
- Artistic, literary, historic, and/or scientific merit.
- Contemporary significance.
- Item supplements, expands on, or supports the existing collection, including collections at other Coastline libraries.
- Accuracy of content and competence of author.
- Clarity and accuracy of information.

- Availability, format, and durability.
- Budget and space considerations.

Patron Suggestions

Patrons may request the Library to consider purchase of any item for its collection, and their suggestions will be considered according to the Library's selection policy.

Protocols

- Books, audiobooks, music, and movies designated for location in the children's room are selected to serve the needs of children from birth through elementary school.
- Books and audiobooks designated for location in the young adult room are selected to serve the needs of young people from middle school through high school. Music and movies selected for young adults will be designated for location in the general adult collections.
- The library does not attempt to acquire material in very specialized areas, material of a highly technical nature, textbooks, or other curriculum-related material unless such materials also serve the general public.
- The library makes a special effort to select and retain items of local significance and history.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
- The Library may enter agreements with content providers or other vendors to receive standing orders or preprocessed materials.
- The Library will make available a variety of non-print materials in formats for different age levels and interests. As new non-print formats are developed, they will be given consideration for addition to the collection. New collections will not be established in formats recognized as obsolete or obsolescent.
- Since the library collection cannot be completely comprehensive, older series titles or esoteric titles may need to be borrowed from another library.
- It is necessary to weed our collections regularly. Discarded materials are offered to the Friends of the Library for sale. The "CREW" method of evaluation and weeding will be the authority used. In doing so, consideration will be given to the following:
 - ❖ Age of material based on copyright
 - ❖ Usage circulation
 - ❖ Physical appearance
 - ❖ Literary merit or accuracy of material
 - ❖ Value to the community

Adopted by BLB 12/19